

# **SPRINGFIELD POLICE DEPARTMENT**

## **Administrative/Supervisory Manual**

### **Disclaimer**

The City of Springfield, Missouri ("City"), makes no warranty, express or implied, of any kind or type in favor of or for the benefit of any person or entity with regard to any aspect of the policies and procedures contained herein. These policies are intended solely for the use by the officials, officers, and employees of the City and the Springfield Police Department, a department of the City administration, for the purposes of promoting the delivery of law enforcement to the community and assisting the administration and operation of the Springfield Police Department in the performance of its work. These policies shall not be construed so as to create any obligation of any kind or type on the part of the City in favor of any person or entity, or as creating any right or cause of action in favor of any such person or entity against the City. The presence of these policies shall not be construed to be an individual act of any employee officer or official, or agent of the City, or otherwise construed so as to create any personal liability on the part of any such employee, officer or official or agent of the City to any third party.

To the citizens of Springfield,

The Department Manual is comprised of directives established to provide guidance to our police employees. Policing requires the ability to respond to many unpredictable and often, unique situations. We have trained our officers to exercise professional judgment and utilize discretion. Therefore, with few exceptions, these are not hard and fast rules but policies and procedures to guide our employees in determining the appropriate course of action, while providing quality police service.

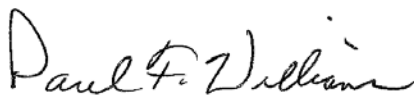
This Manual of "Standard Operating Guidelines" is provided for your review because we often receive questions about our policies and why we do what we do. Through this educational effort we hope to provide you with a greater understanding about policing in general, and about SPD in particular.

As you look through this Manual, you will notice that some sections or subsections have been redacted. Although we have attempted to limit these omissions, we must consider that tactical and investigative techniques, if made known to the criminals we face, would not only make our job more difficult but would compromise public safety.

The SPD "Standard Operating Guidelines" were first created in 1997 and function as a living document. Therefore updates and revisions to this manual are made regularly. It is based upon standards and principles as promulgated by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), thus ensuring our adherence to industry standards and best practices. As you review our Department Manual, may it lead to a better understanding how we operate, while providing insight into the basis for the professionalism and dedication to duty exhibited by YOUR Police Department.

Should you have questions, please feel free to contact us via email: [SPDmail@springfieldmo.gov](mailto:SPDmail@springfieldmo.gov) or by mail: **Springfield Police Department, 321 E. Chestnut Expressway, Springfield, MO 65802.**

Sincerely,

A handwritten signature in black ink that reads "Paul F. Williams". The signature is written in a cursive, flowing style.

Paul F. Williams, Chief of Police

# **SPRINGFIELD POLICE DEPARTMENT**

## **Standard Operating Guidelines**

### **Table of Contents**

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#### **PART I: ADMINISTRATION**

##### **CHAPTER 101:           ROLE AND AUTHORITY**

- 101.1           Responsibility and Authority of Personnel
- 101.2           Command Protocol
- 101.3           Limits of Authority
- 101.4           Use of Discretion
- 101.5           Adult Cite and Release

##### **CHAPTER 102:           ORGANIZATION AND MANAGEMENT**

- 102.1           Organizational Structure
- 102.2           Written Directive System
- 102.4           Accreditation and Administrative Reports
- 102.5           Goals and Objectives

##### **CHAPTER 103:           STANDARDS OF CONDUCT**

- 103.1           Code of Conduct
- 103.2           Protection of Civil Rights
- 103.3           Bias Based Policing
- 103.5           Resistance Response
- 103.6           Department Awards Program
- 103.8           Administration of Discipline
- 103.10          Disciplinary Investigation Process
- 103.11          Lethal Force Investigations and Follow-up
- 103.12          Workplace Harassment
- 103.13          Staff Inspections
- 103.14          Line Inspections

##### **CHAPTER 104:           ADMINISTRATIVE SUPPORT**

- 104.2           Fiscal Management

## **PART II: PERSONNEL**

### **CHAPTER 201: RECRUITMENT AND SELECTION**

- 201.1 Recruitment of Police Officers
- 201.2 Selection Process for Police Recruits
- 201.3 Selection and Training for Specialized Assignment
- 201.4 Employee Fitness for Duty Program
- 201.5 Physical Fitness Assessment Program
- 201.6 Selection Process for Non-Sworn Employees

### **CHAPTER 202: PERSONNEL ADMINISTRATION**

- 202.1 Allocation and Distribution of Personnel
- 202.2 Military Leave
- 202.3 Promotional Process

### **CHAPTER 203: JOB CLASSIFICATIONS**

### **CHAPTER 204: COMPENSATION, BENEFITS AND WORKING CONDITIONS**

- 204.1 Employee Overtime Program
- 204.2 Extra-Duty and Off-Duty Employment
- 204.3 Grievance System
- 204.4 Legal Assistance and Liability
- 204.5 Disability and Death Benefits Program
- 204.6 Limited Duty Assignments
- 204.7 Tuberculosis Testing
- 204.8 Critical Incident Response Team

### **CHAPTER 205: CAREER DEVELOPMENT**

- 205.2 Performance Evaluations
- 205.3 Early Intervention System
- 205.4 Near Miss Incidents



## **PART III: SUPPORT SERVICES**

### **CHAPTER 301: COMMUNICATIONS**

- 301.1 Radio Number Assignments
- 301.2 800 Mhz Radio System Administration & General Radio Procedures
- 301.3 Prioritization of Calls for Service
- 301.5 Notification Procedures
- 301.6 Telcom Call Handling Procedures

### **CHAPTER 302: COMMUNITY RELATIONS**

- 302.2 Auxiliary Employees
- 302.3 News Media Relations
- 302.4 Social Service and Criminal Justice Diversion
- 302.5 Honor Guard
- 302.6 Community Policing Services
- 302.7 Ride-Along Program

### **CHAPTER 303: RECORDS**

- 303.1 Public Information
- 303.2 Forms / Brochure Management
- 303.3 Records

### **CHAPTER 304: FACILITIES AND EQUIPMENT**

- 304.1 Police Vehicle Operation
- 304.2 Pursuit Vehicle Operation
- 304.3 Special Purpose Vehicles
- 304.4 Agency Owned Property
- 304.5 Training, Proficiency, and Use of Weapons
- 304.6 Police Uniforms and Appearance Regulations
- 304.7 Police Facilities Security and Key Control
- 304.8 License Plate Reader

**CHAPTER 305:           PROPERTY MANAGEMENT**

305.1                   Property

**CHAPTER 306:           PLANNING AND RESEARCH**

306.1                   Research and Development

**CHAPTER 307:           PERMITS AND PASSES**

**CHAPTER 308:           INFORMATIONS SYSTEMS MANAGEMENT**

308.1                   Information Systems  
308.2                   Electronic Mail  
308.3                   CAD/RMS Data Management  
308.4                   Mobile Data Communications System

**CHAPTER 309:           TELCOM OPERATIONS**

**CHAPTER 310:           DETENTION MANAGEMENT AND OPERATIONS**

310.8                   Detainee Processing, Temporary Detention Areas and Interview  
                              Rooms  
310.9                   Medical Treatment for Prisoners and Hospital Custodial Security  
                              Duties

**PART IV: OPERATIONS**

**CHAPTER 401:           PATROL OPERATIONS**

401.1                   Field Interviews  
401.2                   Continuous Uniform Operations Bureau Coverage and Shift Briefings  
401.3                   Alarm Response/Reporting  
401.4                   Domestic Violence  
401.5                   Police Service Dogs  
401.6                   Field Reporting  
401.7                   Victim/Witness Assistance  
401.8                   Backup Officers

**CHAPTER 402: CRIMINAL INVESTIGATIONS**

- 402.2 Crime Scene Management
- 402.3 Investigative Task Force
- 402.4 Missing Persons
- 402.5 Persons with Mental Illness
- 402.6 Career Criminals
- 402.7 Investigative Funds
- 402.8 Follow-Up Criminal Investigations
- 402.9 Suspect Identification
- 402.10 Weapons Seized for Safekeeping

**CHAPTER 403: JUVENILE OPERATIONS**

- 403.1 Juvenile Operations

**CHAPTER 404: VICE OPERATIONS**

- 404.1 Narcotics, Organized Crime, and Vice
- 404.2 Clandestine Drug Lab Procedures

**CHAPTER 405: TRAFFIC OPERATIONS**

- 405.1 Custody and Non-Custody Tows
- 405.2 Uniform Traffic Enforcement Policies
- 405.3 Traffic Enforcement Procedures
- 405.4 Selective Traffic Enforcement Program
- 405.5 Traffic Crash Investigation
- 405.6 DWI Enforcement Procedures
- 405.7 Ancillary Traffic Services
- 405.8 Assistance to Highway Users
- 405.9 Stopping and Approaching Traffic Violators

**CHAPTER 406: INTELLIGENCE**

**CHAPTER 407:****ARRESTS**

- 407.1 Prisoner Searches of Opposite Sex
- 407.2 Strip Search/Body Cavity Search
- 407.4 Prisoner Transportation
- 407.5 Foot Pursuits
- 407.6 Offender DNA Collection

**CHAPTER 408:****LEGAL PROCESS**

- 408.1 Disposition of Summonses
- 408.2 Warrant Service, Search Warrants, Civil/Legal Process
- 408.3 Subpoena Process Tracking

**CHAPTER 409:****EMERGENCY OPERATIONS**

- 409.5 Bloodborne Pathogens
- 409.6 Severe Weather Action Plan
- 409.9 All Hazards Plan
- 409.10 Blue Alert System

**CHAPTER 410:****UNUSUAL OCCURRENCES**

- 410.1 Dignitary Protection
- 410.2 Special Events Plan
- 410.3 Death Notification and Funeral Protocol

**CHAPTER 411:****SPECIAL RESPONSE TEAM**

- 411.1 Special Response Team
- 411.3 Crisis Negotiation Team

**CHAPTER 412:****TRAINING**

- 412.1 Training Function
- 412.2 Law Enforcement Officer's Safety Act Certifications for Retired Officers

**CHAPTER 413:****EVIDENCE**

- 413.1 Collection and Preservation of Evidence
- 413.2 Audio/Video Recorded Evidence
- 413.3 Computer Evidence
- 413.4 Mobile Video Systems

**CHAPTER 414:****JURISDICTION, LIAISON, AND MUTUAL AID**

- 414.1 Agency Jurisdiction and Mutual Aid
- 414.2 Foreign Nationals

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 01/30/2008	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>101.1</b>
<b>Accreditation Index:</b> 11.3.1, 22.2.7 (5 <sup>TH</sup> Edition)			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Role and Authority	
<b>Chief of Police:</b>			

## Responsibility and Authority of Personnel <sup>1</sup>

### I Policy

In police agencies, authority is delegated to subordinates. It is the policy of the Springfield Police Department that all employees of the department are delegated the necessary authority to allow them to perform their assigned duties and responsibilities in an effective manner. <sup>2</sup>

### II Definitions

**Span of control-** The number of employees a supervisor can effectively supervise at one time.

### III Procedure

#### 1 SPAN OF CONTROL

- 1.1 Supervision at the line level should not exceed a ratio of ten employees to one supervisor and will decrease proportionally in a pyramid fashion upward through the Chain of Command.
- 1.2 Each organizational unit shall be under direct command of only one supervisor.
- 1.3 All employees shall be accountable to only one supervisor at any given time.

#### 2 RESPONSIBILITY AND ACCOUNTABILITY

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<sup>1</sup> This document has been revised to meet current formatting standards, per Policy Change Order 14-031, Effective Date 05/31/2014.

<sup>2</sup> Grammatical corrections made to the Policy Statement, per Policy Change Order 14-031, Effective Date 05/31/2014.

## **SOG 101.1**

### **Responsibility and Authority of Personnel**

Effective Date: 05/31/2014

- 2.1 All employees, at all levels, are granted authority that is commensurate with their responsibilities. Supervisors shall insure that responsibilities delegated to subordinates do not exceed the level of authority necessary to complete them. (CALEA 11.3.1(a) – 5<sup>th</sup> Edition)
  - 2.2 All employees are held accountable for the application of, or the failure to apply, when appropriate, the authority delegated to them. (CALEA 11.3.1(b) – 5<sup>th</sup> Edition)
- 3 SUPERVISORY AUTHORITY AND ACCOUNTABILITY
- 3.1 All supervisors are held accountable for performance and conduct of employees under their command.
  - 3.2 Any employee, of subordinate position, who may be placed temporarily into a higher supervisory position shall exercise the authority and perform the duties of that higher position; and shall be held accountable and responsible for performance in that position.
    - 3.2.1 In order to promote consistency and avoid confusion, employees in acting supervisory capacities should avoid countermanding any lawful standing order issued by the supervisor they are replacing; except in an emergency.
- 4 RESPONSIBILITY AND AUTHORITY FOR EACH SWORN POSITION
- 4.1 Springfield Police Officer
    - 4.1.1 Powers of arrest with and without warrant as defined by state law; <sup>3</sup>
    - 4.1.2 Power to enforce federal, state, and local statutes within defined jurisdiction;
    - 4.1.3 Power to execute arrest and search warrants as provided by law;
    - 4.1.4 Power to conduct criminal investigations within the constraints provided by law and the directives of this department. (See SOG's 101.3, Limits of Authority and 101.4, Use of Discretion) <sup>4</sup>
    - 4.1.5 Must comply with all ordinances, statutes, Merit Rules, and departmental directives, and lawful orders of ranking officers.
    - 4.1.6 Must perform all job requirements as defined by job description.
    - 4.1.7 Must meet all certification and training requirements defined by the State of Missouri, Department of Public Safety, Peace Officer Standards and Training Commission.

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3 Section previously numbered 4.1.1 pertaining to full time employees deleted, remaining sections renumbered as necessary, per Policy Change Order 14-031, Effective Date 05/31/2014.

4 Section 4.1.4 added SOG titles, per Policy Change Order 14-031, Effective Date 05/31/2014.

## **SOG 101.1**

### **Responsibility and Authority of Personnel**

Effective Date: 05/31/2014

#### **5 EMPLOYEE IDENTIFICATION<sup>5</sup>**

- 5.1 All department personnel shall be issued an authorized Department ID card.
  - 5.1.1 Identification cards will be printed only in a format approved by the Chief of Police
  - 5.1.2 Each identification card shall contain at least the following information:
    - 5.1.2(a) Employee's name
    - 5.1.2(b) Employee's rank
    - 5.1.2(c) Employee's department serial number
    - 5.1.2(d) Employee's photograph (CALEA 22.2.7(b) 5<sup>th</sup> Edition)
    - 5.1.2(e) Issue date
  - 5.1.3 Identification cards for sworn, non-sworn, and volunteer employees should be readily distinguishable from each other.
  - 5.1.4 Department employees shall present their identification card to any person upon request, except when such action may jeopardize a successful police operation. (CALEA 22.2.7(a) – 5<sup>th</sup> Edition)
- 5.2 All department personnel shall verbally identify themselves with their name and agency when in contact with the public during a telephone conversation.<sup>6</sup> (CALEA 22.2.7(c) – 5<sup>th</sup> Edition)
  - 5.2.1 Department personnel involved in undercover operations are exempt from this requirement.

#### **IV Attachments**

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<sup>5</sup> Section 5 heading revised, Sections 5.1 through 5.1.4 corrected outline numbering , per Policy Change Order 14-031, Effective Date 05/31/2014.

<sup>6</sup> Section 5.2 and 5.2.1 pertaining to identification during telephone conversations with the public added, per Policy Change Order 14-031, Effective Date 05/31/2014.



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 07/01/2015	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>101.2</b>
<b>Accreditation Index:</b> 12.1.2, 12.1.3 (CALEA 5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration	<b>Chapter Title:</b> Role and Authority		
<b>Chief of Police:</b>			

## Command Protocol

### I Policy

It is the policy of the Springfield Police Department to provide uniform direction to all Police Department employees through an established chain of command in order to promote consistency, reduce confusion, and enhance public safety operations.<sup>1</sup>

### II Definitions

### III Procedure

- 1 In normal day to day operations, the following command structure is in place: (CALEA 12.1.2(d) - 5<sup>th</sup> Edition)
  - 1.1 The Chief of Police represents the highest ranking authority within the Police Department.
  - 1.2 Majors are the highest ranking officer within a Bureau.<sup>2</sup>
  - 1.3 Captains are the highest ranking officer within a Division.
  - 1.4 Lieutenants are the highest ranking officer within a Section.<sup>3</sup>
    - 1.4.1 Lieutenants serve as Watch Commanders and are the Chief's representative having overall command authority of Police Department operations both administratively and operationally after hours (1700-0800) and on weekends (Saturday and Sunday).<sup>4</sup>

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<sup>1</sup> Policy Statement revised, minor punctuation change, per Policy Change Order 15-001.

<sup>2</sup> Section 1.2 revised; minor wording, capitalization, and punctuation change; per Policy Change Order 15-001.

<sup>3</sup> Section 1.4 revised, capitalization and punctuation change, per Policy Change Order 15-001.

<sup>4</sup> Section 1.4.1 revised, minor punctuation and capitalization change, Policy Change Order 15-001.

## **SOG 101.2**

### **Command Protocol**

Effective Date: 07/01/2015

- 1.5 Sergeants, unit supervisors, and shift supervisors are first line supervisors within their respective squads or units.
  - 1.6 Corporals serve as relief first line supervisors in the Sergeant's absence. They shall perform supervisory duties as assigned for subordinate personnel including reviewing and approving work, conducting squad meetings, and initiating corrective action including disciplinary action as required.
- 2 The protocol for command succession shall be as follows: (CALEA 12.1.2(a) - 5<sup>th</sup> Edition)
  - 2.1 From Chief of Police to designated Acting Chief of Police or the most senior Major,
  - 2.2 From Major to the designated Acting Major or the most senior Captain,
  - 2.3 From Captain to the designated Acting Captain or the most senior Lieutenant on duty,
  - 2.4 From Lieutenant to the designated Acting Lieutenant or the most senior Sergeant on duty,
  - 2.5 From Sergeant to the designated Acting Sergeant or the most senior Corporal on-duty from within that Division,
  - 2.6 From Corporal to the designated Acting Corporal or the most senior Police Officer on duty from within that Division.<sup>5</sup>
- 3 All personnel shall immediately comply with the lawful direction provided by an officer or employee of supervisor rank. Failure to do so may be considered insubordination. (CALEA 12.1.3 - 5<sup>th</sup> Edition)
  - 3.1 In the event an employee receives an order which is in conflict with a previous order, they shall notify the supervisor issuing the conflicting order. Responsibility for disobedience of the first order then shifts to the supervisor who issued the second and conflicting order.<sup>6</sup>
- 4 All supervisors and commanders retain full authority and responsibility for their positions until relieved by an authorized person.
- 5 Supervisors and commanders shall name a subordinate to acting authority whenever the supervisor cannot be physically present and able to assume command functions.
- 6 Notification of transfer of command authority shall be completed in writing, on a timely basis, and circulated to all affected personnel.

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<sup>5</sup> Section 2.6 revised, typographical correction, per Policy Change Order 15-001.

<sup>6</sup> Section 3.1 revised, punctuation correction, per Policy Change Order 15-001.

## **SOG 101.2**

### **Command Protocol**

Effective Date: 07/01/2015

- 7 Acting supervisors and commanders have the full authority and responsibility of the position they assume until relieved by their supervisor or another superior officer.
- 8 **INCIDENT COMMAND PROTOCOL/EXCEPTIONAL SITUATIONS (CALEA 12.1.2(b) - 5<sup>th</sup> Edition)**
  - 8.1 In exceptional situations, catastrophic events, major crimes, dignitary protection operations, or other large scale events; the ranking officer on scene will assume command of the police operation as Incident Commander until relieved by a higher ranking authority.<sup>7</sup>
  - 8.2 An Incident Commander, usually the rank of Lieutenant, shall be designated and shall have overall command authority over the operational management of the incident.<sup>8</sup>
    - 8.2.1 The on-duty Watch Commander shall assume initial responsibility until formally relieved by higher authority.
  - 8.3 Transition of command over an incident from one person to another shall be formally declared to all personnel involved in the operation. (CALEA 12.1.2(c) - 5<sup>th</sup> Edition)
  - 8.4 When two supervisors of equal rank appear on a field operation, the Uniform Operations Bureau supervisor assigned to that zone shall assume command until relieved by a higher ranking supervisor.<sup>9</sup>
    - 8.4.1 Exception: Incidents of officer involved deadly force or serious injury involving less lethal shall be investigated by the Criminal Investigations Persons Section. The Criminal Investigations Persons Lieutenant shall be the Incident Commander in these situations.<sup>10</sup>
- 9 **MILITARY COURTESY AND PROTOCOL<sup>11</sup>**
  - 9.1 On-duty Police Department employees shall address ranking officers, non-sworn supervisors, and managers as indicated below when in the presence of other junior-ranking employees, representatives from other agencies or departments, or the public.
    - 9.1.1 Employees shall address a ranking officer by their rank (e.g. "Corporal" or "Corporal Jones") or address them as "Sir" or "Ma'am", as appropriate.
    - 9.1.2 Employees shall address non-sworn supervisors and managers as "Mr.", "Sir", "Ms.", or "Ma'am", as appropriate.

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7 Section 8.1 revised, grammatical correction and capitalization change, per Policy Change Order 15-001.

8 Section 8.2 revised, minor rewording and grammatical correction, per Policy Change Order 15-001.

9 Section 8.4 revised, the word *Uniform* was added, per Policy Change Order 15-001.

10 Section 8.4.1 revised, minor rewording, per Policy Change Order 15-001.

11 Section 9 revised, entire section was reorganized and reworded, per Policy Change Order 15-001.

## **SOG 101.2**

### **Command Protocol**

Effective Date: 07/01/2015

- 9.2 Employees may address ranking officers, non-sworn supervisors, and managers by their first name, only if authorized by that person *and* others described below are not present.

- 9.2.1 It is not appropriate to address a ranking officer, non-sworn supervisor, or manager by their first name in the presence of junior-ranking employees, representatives from other agencies or departments, or in public.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 04/04/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>101.3</b>
<b>Accreditation Index:</b> 1.1.1, 1.2.1, 1.2.3, 1.2.4, 1.2.5, 61.1.2			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Role and Authority	
<b>Chief of Police:</b>			

## Limits of Authority

### I Policy

The purpose of this policy is to establish guidelines for arrest, search, and seizure decisions by Springfield Police Officers in order to assure that they are made in a manner consistent with federal and states laws, and constitutional guidelines.

### II Definitions

**Consent:** Permission for an officer to search a constitutionally protected area given by a person with standing to grant it. That permission must be given without force, duress, or compulsion of any kind.

**Field Interview:** A brief detention of a person to determine the person's identity and to resolve the officer's suspicions about possible criminal activity. A field interview is intended to resolve an ambiguous situation. A field interview contrasts with an investigative stop in that an investigative stop must be based upon reasonable suspicion of criminal behavior. A field interview may be conducted only with the voluntary cooperation of the citizen being interviewed.

**Frisk:** A "pat down" search of the outer garments for a weapon.

**Investigative Stop:** The temporary detention of a subject when the officer has reasonable suspicion that criminal activity has occurred, is occurring, or is about to occur and that the person to be stopped is involved.

## **SOG 101.3**

### **Limits of Authority**

Effective Date: 09/28/2017

**Probable Cause:** Facts and circumstances that would lead a reasonable and prudent officer, acting in a cautious manner, to believe that a crime has been committed, and the person in question committed the crime.

## **III Procedure**

### **1 OATH OF OFFICE (CALEA 1.1.1)**

- 1.1 Upon graduation from the Police Academy, and in order to assume sworn status, each new graduate shall be administered the oath of office by the City Clerk, or other authorized official.
- 1.2 Upon receiving the oath of office, each new officer shall execute a sworn affidavit, as provided by the City Clerk or other authorized official, agreeing to support the Constitution of the United States and the State of Missouri, comply with the laws of the City of Springfield, and faithfully discharge the duties of Police Officer.

### **2 LEGAL AUTHORITY (RSMo 544.216) (CALEA 1.2.1)**

- 2.1 Springfield Police Officers are state certified peace officers possessing the power of arrest, search, and seizure.
- 2.2 Officers shall at all times exercise their authority in a fair and impartial manner so as to safeguard the constitutional rights of the persons with whom they come into contact, while enforcing the law to enhance public safety.
- 2.3 Geographic jurisdiction
  - 2.3.1 Police officers have authority to enforce laws within the corporate limits of the City of Springfield.
  - 2.3.2 Police officers have authority to enforce ordinances and statutes upon lands operated by and managed under authority of the Springfield Park Board, both within and outside the corporate city limits, including, but not limited to Ritter Springs Park and Rivercut Golf Course.
  - 2.3.3 Police officers have authority to enforce ordinances and statutes upon lands operated by and managed under authority of any city department located within or outside the corporate city limits of Springfield; including, but not limited to Noble Hill Landfill and Southwest Water Treatment Plant.
  - 2.3.4 Police officers have authority to enforce ordinances and statutes upon lands operated by and managed under the authority of City Utilities and the Board of Public Utilities located either within or outside the corporate city limits of Springfield; including but not limited to the Southwest Power Plant, Fellows Lake, and McDaniel Lake.
  - 2.3.5 Police officers shall have authority to respond to incidents, enforce

## **SOG 101.3**

### **Limits of Authority**

Effective Date: 09/28/2017

ordinances and statutes upon any lands annexed under authority of City Council upon the effective date of such annexation.

#### **2.4 Extra-Jurisdictional Authority (RSMo 70.820)**

2.4.1 Springfield Police Officers have the authority to carry concealed firearms outside the corporate limits of the City of Springfield within the State of Missouri and in other states as provided by law. When doing so, officers shall exercise due caution to promote concealment and avoid public alarm;

2.4.2 Springfield Police Officers are empowered, but not required to respond to an emergency situation anywhere in the State of Missouri when the officer has the reasonable belief that a crime is about to be committed, is being committed, or has been committed, involving injury or the threat of injury to any person, property, or governmental interest.

2.4.3 Springfield Police Officers are empowered, but are not required to arrest on view and without a warrant, at any place within the State, any person the officer sees asserting physical force or using forcible compulsion for the purpose of causing or creating a substantial risk of death or serious physical injury to any person or persons. Any such action and the circumstances subsequent to it shall be deemed to be within the scope of the officer's employment.

2.4.3(a) In the event the officer uses extra-jurisdictional police authority, whether on or off duty, they shall immediately report the incident through their chain of command.

2.4.3(b) Whenever any such action occurs, the officer shall request that a copy of the report be sent from the investigating law enforcement agency to the Chief of Police.

## **3 INTERVIEWS AND INTERROGATIONS, ACCESS TO COUNSEL**

3.1 Officers will at all times treat individuals being interviewed or interrogated fairly and with respect. No statements or confessions will be taken in a manner that is in any way in violation of their constitutional rights.

### **3.2 Protection of Citizens Rights**

3.2.1 Miranda warnings shall be given when two conditions are both met: (CALEA 1.2.3(b))

3.2.1(a) The subject is in custody *and*

3.2.1(b) The officer intends to interrogate the subject. <sup>1</sup>

3.2.2 Miranda warnings may be given verbally or in writing. In either case,

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<sup>1</sup> Section 3.2.1(b) revised for clarification, per Policy Change Order 17-047.

## **SOG 101.3**

### **Limits of Authority**

Effective Date: 09/28/2017

the warnings must be acknowledged by the suspect as being understood, and those rights waived prior to interrogation. In the event that a suspect waives his rights but refuses to sign a waiver form, the officer will document the refusal and may then interrogate the suspect. In the event that the suspect invokes his rights at any point, all interrogation must cease. Interrogation may not be reinitiated except in accordance with case law in effect at the time. (CALEA 1.2.3(a) and 1.2.3(b))

- 3.2.3 Suspects who have an insufficient command of English to clearly understand their rights or the questions being asked them shall be provided with an interpreter by the department prior to any interrogation.
- 3.2.4 There are occasions when the officer believes that a suspect to be interrogated may not understand his rights due to the level of intoxication or other impairment. In these situations the officer shall confirm that the suspect understands their rights through interactive questioning, prior to any interrogation. (CALEA 1.2.3(b))
- 3.2.5 Officers should make note of any unsolicited statements made by a suspect in custody and are under no obligation to provide him with any advice to stop, or to stop him for the purpose of advising him of his rights.

## **4 PRETRIAL PUBLICITY**

- 4.1 Press releases relative to arrest or detention of a suspect will be made in accordance with the guidelines established in SOG 303.1 Public Information.

## **5 SEARCHES AND SEIZURES (CALEA 1.2.4) <sup>2</sup>**

- 5.1 Search by consent – A Springfield Police Officer may conduct a search of any person, place, or thing without probable cause when the person having legal control (sole or common authority or standing) over that area consents to the search.
  - 5.1.1 Consent must be freely and voluntarily given;
  - 5.1.2 Burden of proof is on the officer to prove voluntariness;
  - 5.1.3 Consent may be withdrawn at any time by the suspect;
  - 5.1.4 Scope of the search may be limited in any way he/she wishes
  - 5.1.5 If the search exceeds the authorized scope, it is unlawful.

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<sup>2</sup> Section 5 revised, incorrect CALEA standard references removed, per Policy Change Order 17-047.



## **SOG 101.3**

### **Limits of Authority**

Effective Date: 09/28/2017

- 5.2 Frisk resulting from a detention – Although an officer may have reasonable cause to stop an individual, there must be a separate belief, based on articulable facts, that a suspect is armed and dangerous in order to justify a frisk.
  - 5.2.1 Limited pat-down of outer clothing;
  - 5.2.2 If a heavy overcoat is worn, the officer may require the subject to remove the coat so that a pat-down search may be conducted;
  - 5.2.3 Search is not limited only to the person of the detained suspect if reasonable suspicion exists that the person poses a danger:
    - 5.2.3(a) Scope in such cases is limited to the reach of the person where a weapon might be found.
  - 5.2.4 Lawful protective search extending beyond the person where no probable cause exists to arrest must have ALL the following elements present:
    - 5.2.4(a) A lawful investigative stop of a person or vehicle;
    - 5.2.4(b) Reasonable suspicion that the suspect poses a danger based on “specific and articulable facts, which taken together with the rational inferences from those facts, reasonably warrant the officer to believe the suspect is dangerous and that the suspect may gain immediate control of weapons.”
    - 5.2.4(c) Search must be limited to those areas where a weapon may be placed or hidden.
    - 5.2.4(d) Search must be limited to the area within the subject's immediate grasp.
- 5.3 Searches of vehicles under the movable vehicle exception – Officers shall be guided by the following basic principles, and will be kept apprised of changes in case law from the state and federal courts by the Training Unit.
  - 5.3.1 Due to the inherent mobility of a motor vehicle, the courts have historically held officers to a standard of probable cause for their search. This means that there are some conditions under which the officer does not need a search warrant in order to search a motor vehicle. Officers may search a motor vehicle without first obtaining a search warrant under the following conditions:
    - 5.3.1(a) The passenger compartment may be searched incident to arrest for evidence involved with the offense. (i.e. DWI, officer may search for evidence related to intoxicants.)
    - 5.3.1(b) Carroll Doctrine: If the officer has probable cause that the vehicle contains evidence of criminal activity, the officer may conduct a thorough search of any area of the vehicle in which the evidence might be found.

### **SOG 101.3**

#### **Limits of Authority**

Effective Date: 09/28/2017

- 5.3.1(c) Inventory: This is an administrative exception and may not be used as a pretext for a criminal search. An inventory shall be routinely conducted on all motor vehicles impounded by this department.
  - 5.3.1(d) Terry Frisk: If an officer has a reasonable suspicion that a passenger or recent occupant of a vehicle – whether arrested or not – is dangerous and may gain access to a weapon, they may frisk the passenger compartment for weapons.
  - 5.3.1(e) Consent: A properly executed consent search is always available to officers.
  - 5.3.1(f) Protective Sweeps: If an officer conducting an arrest reasonably suspects that a dangerous person is hiding in a nearby vehicle, the officer may conduct a protective sweep of the vehicle by looking in places where such a person might be concealed.
- 5.4 Searches at the scene of a crime
  - 5.4.1 Officers will adhere to the following guideline with respect to searches of crime scenes: if the crime scene includes a constitutionally protected area, and a possible suspect might have a reasonable expectation of privacy in the scene, it will be searched pursuant to a search warrant.
  - 5.4.2 Exceptions:
    - 5.4.2(a) Officers may conduct protective sweeps of a crime scene for their protection prior to securing the scene pending a warrant or consent.
    - 5.4.2(b) Upon exigent entry, the scope of any search is limited to providing aid to those believed to be in need of assistance or to secure evidence in plain view. Once aid is provided, a search warrant must be obtained before searching for evidence or contraband.
    - 5.4.2(c) Constitutionally protected areas may be searched with the consent of a person with standing to give it.
    - 5.4.2(d) When the suspect is arrested in the crime scene, officers may search the area under the immediate control of the suspect if it is contemporaneous with the arrest.
    - 5.4.2(e) Officers may enter and search a constitutionally protected area under lawful exigent circumstances to include medical emergencies, or public safety issues such as a violent felony in progress or the reported presence of a bomb. This exception only extends to the termination of the emergency. At that point, another

## **SOG 101.3**

### **Limits of Authority**

Effective Date: 09/28/2017

justification must be found.

- 5.4.3 At a crime scene, absent consent of the person having legal control over the premises or exigent circumstances as described above, officers will proceed with the application for a warrant.
- 5.5 Other situations authorized by state and federal provisions:
  - 5.5.1 Officers may enter an open field and search it for items subject to seizure when they have reason to believe that the stated item(s) are to be found at the location. The Fourth Amendment affords no protection to open fields. An open field is the area in proximity to a dwelling, but not within the curtilage of that dwelling.
  - 5.5.2 Officers may search public places when they have reason to believe that items subject to seizure are at the location. The Fourth Amendment affords no protection to public places. Public places are those locations owned or controlled by public entities that are available for public use. An example would be a public park.
  - 5.5.3 Officers may search private locations open to the public when they have reason to believe that items subject to seizure are at that location. The Fourth Amendment affords no protection to private places open to the public. These are locations that are privately owned, but are available for public use. An example would be the lobby of a bank.
  - 5.5.4 Officers may seize items that are immediately apparent as evidence when they come into view and the officer is lawfully searching in connection with a crime or they otherwise have a right to be where they are at the time.
  - 5.5.5 Officers may search abandoned property if it can be established that the owner or person in possession of the property intended to abandon it and did so freely.
  - 5.5.6 School Situations: School administrators must meet a standard less than probable cause for searches by school personnel. However, when a trained police officer enters into discussion or preparation for the search, the higher standard of probable cause may be required. (New Jersey v. TLO, 469 U.S. 325 (1985))
    - 5.5.6(a) Private school administrators and staff may search a student, student locker, and personal property at any time for any reason without a finding of probable cause. However, because the Fourth Amendment protects against government intrusion, once a police officer directs or causes school staff to search, Fourth Amendment requirements apply.

## **SOG 101.3**

### **Limits of Authority**

Effective Date: 09/28/2017

## **6 DETENTION**

### **6.1 Field Interview**

6.1.1 The Fourth Amendment permits an officer to approach a person and ask if they are willing to answer questions, and to ask questions if the person is willing to listen and respond. The person's voluntary answers to such questions may be offered into evidence in any subsequent criminal prosecution of that person.

### **6.2 Investigative Stop**

6.2.1 A law enforcement officer may temporarily detain a person in a public place if reasonable suspicion exists that a crime has been committed, is being committed, or is about to be committed; or the officer reasonably suspects that the person is illegally carrying a concealed weapon.

6.2.2 Officers may make such stops even if probable cause is insufficient to make an arrest. (*Terry v. Ohio*)

6.2.3 The following factors may be considered in determining whether reasonable suspicion exists to justify an investigative stop of a person. These factors must be considered in view of the officer's training, knowledge, and experience. All of the factors need not be present in order to establish reasonable suspicion:

6.2.3(a) The officer has valid knowledge that a person has a prior felony record;

6.2.3(b) The person fits the description of a wanted notice;

6.2.3(c) The person has exhibited furtive conduct (i.e.: an attempt to conceal an object from the officer's view, reaching under the seat of a car);

6.2.3(d) Clothing worn by the person is similar to the suspect's clothing described in notices for a known offense;

6.2.3(e) The person exhibits unusual behavior (i.e.: staggering or in need of medical attention);

6.2.3(f) The area or time of day are indicative of possible criminal activity;

6.2.3(g) Hearsay information is acceptable dependent upon the content of information known to officers and the degree of reliability. Officers must corroborate some of the hearsay information provided by citizens or anonymous tips when developing reasonable suspicion to conduct an investigative stop.

6.2.4 An investigative stop must be conducted as briefly as possible. The stop must be restricted only to the time necessary to confirm or dispel the officer's reasonable suspicion of criminal activity.

### **SOG 101.3**

#### **Limits of Authority**

Effective Date: 09/28/2017

- 6.2.4(a) Upon determining the basis for the stop no longer exists, the person detained will be immediately released.
- 6.2.4(b) The detention period may be lengthened ONLY if the suspicion becomes reinforced with additional supportive information or if the officer develops probable cause.



## **7 ARREST WITH/WITHOUT A WARRANT (CALEA 1.2.5 and 61.1.2(a))**

- 7.1 Springfield Police Officers may arrest anyone within their jurisdiction when they have knowledge of the existence of a felony warrant, a misdemeanor warrant issued within this state, or they have probable cause to believe that the person has committed a violation of federal or state criminal laws, or is in violation of a Springfield city ordinance.
  - 7.1.1 When possible, the officer will identify themselves as a police officer, clearly advise the suspect that they are under arrest, and advise them of the charge.
  - 7.1.2 All arrested suspects will be searched incident to arrest, subject to the constraints in SOG 407.1 Prisoner Searches of Opposite Sex. The area of their immediate control may also be searched contemporaneous with the arrest. They will then be transported to the proper facility for booking as soon as is practical.
  - 7.1.3 Arrestees will be afforded all the rights available to them under federal and state law, and case law; to include the right to be considered for bond by a judge, to communicate with family, friends, or counsel, and to release after 24 hours if no arrest warrant is issued. (CALEA 1.2.3(c))
    - 7.1.3(a) Exception: an arrestee may be held briefly without the opportunity to communicate with persons outside the jail when that communication could represent a direct threat to officers in the performance of their duties. This exception may only be exercised with the permission of an officer of command rank and must be continuously reviewed for termination as soon as the threat that caused the restriction no longer exists. An example would be a series of search warrants being served on felons who are armed, violent, and known to be associates of each other.
- 7.2 Officers who are outside their legal jurisdiction may have limited police powers under special statutory authority.

## **SOG 101.3**

### **Limits of Authority**

Effective Date: 09/28/2017

#### **8 ALTERNATIVES TO ARREST**

- 8.1 Absent the existence of an arrest warrant or a statutory provision to the contrary, Springfield Police Officers are not required to make an available arrest. Alternatives to arrest include: the issuance of a summons, a warning, or referral of a case to the appropriate prosecutor.
- 8.2 The factors that an officer shall consider in the decision to make an arrest or select an alternative shall include: the safety of the community, outstanding evidence to be recovered, the seriousness of the charge, the advisability of securing bond from the suspect, and the level of restraint necessary to resolve an ongoing situation. (CALEA 61.1.2(a))

#### **9 PRETRIAL RELEASE**

- 9.1 Prisoners in custody under authority of an arrest warrant shall not be released except with permission of a judge with jurisdiction over the offense.
- 9.2 Prisoners in custody on the basis of a warrantless arrest may be released by the arresting officer, follow-up investigator, any supervisor, or commander without posting bond. Relevant considerations will include the seriousness of the offense, the reasons that the arrest was made, and jail capacity constraints. (CALEA 61.1.2(a))
  - 9.2.1 Exception: Felony prisoners in custody on a warrantless basis shall not be released on a discretionary basis unless the arresting officer has responsibility for completing the case, or relevant Criminal Investigations Division personnel are consulted prior to the release.
- 9.3 Officers are strongly advised not to make arrests on minor charges when the sole justification is to secure bond. Those persons may be arrested upon the subsequent issuance of an arrest warrant if they fail to appear for arraignment.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 04/04/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>101.4</b>
<b>Accreditation Index:</b> 1.2.6, 1.2.7			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Role and Authority	
<b>Chief of Police:</b>			

## Use of Discretion

### I Policy

It is the policy of the Springfield Police Department to grant broad discretion to employees in determining what level of action is required of them in the performance of their duties. The use of this discretion shall be based on written guidelines, training, and supervision. Furthermore, we recognize that other avenues of problem solving exist in addition to the Criminal Justice System and employees are encouraged to utilize these alternative avenues.

### II Definitions

**Arrest** – As used in this policy shall mean: the taking of a person into temporary custody in the field either by actual restraint or by the person's submission to detention; OR the taking of a person into custody and transporting him/her to jail.

**Felony** - A crime for which a suspect, if convicted, may be incarcerated for a term in excess of one year. (RSMO 556.061)

**Infraction** - An offense (not a crime), for which a suspect, if convicted, may be assessed a fine and/or forfeiture. Does not allow for incarceration.

**Misdemeanor** - A crime for which a suspect, if convicted, may be incarcerated for a term not to exceed one year. (RSMO 556.061)

**Release Pending** - Release of a suspect, after booking, without bond.

### III Procedure

## **SOG 101.4**

### **Use of Discretion**

Effective Date: 09/28/2017

## **1 ARRESTS**

- 1.1 Springfield Police Officers shall arrest anyone within their jurisdiction when:
  - 1.1.1 They have knowledge of an active felony warrant from any jurisdiction.
  - 1.1.2 They have knowledge of an active misdemeanor warrant issued within the state of Missouri.
  - 1.1.3 The offense is covered under a statutory provision which mandates an arrest (e.g. the Adult Abuse Statute).
- 1.2 Springfield Police Officers may arrest anyone within their jurisdiction when: (CALEA 1.2.6)
  - 1.2.1 They have probable cause to believe that the person has committed a violation of any Federal or State criminal statute, or a violation of any Springfield Municipal Code.
  - 1.2.2 The arrest is not in conflict with SOG 101.5 – Adult Cite and Release.
  - 1.2.3 Factors that should be considered when determining whether or not to make an arrest include:
    - 1.2.3(a) The nature and degree of the offense;
    - 1.2.3(b) Age and physical condition of the offender;
      - 1.2.3(b.1) If possible, officers should avoid arresting any person that requires medical treatment.
    - 1.2.3(c) Attitude and safety concerns of the victim;
    - 1.2.3(d) The safety of the community and/or any witnesses;
    - 1.2.3(e) The ability to positively identify the suspect;
    - 1.2.3(f) The location of the suspect's permanent address.
- 1.3 Officers who are outside their legal jurisdiction may have limited police powers under special statutory authority. (Refer to SOG 101.3 – Limits of Authority) (CALEA 1.2.6)

## **2 TRAFFIC OFFENSES**

- 2.1 Springfield Police Officers have the authority to stop any vehicle on any public street or highway, or on private property.
- 2.2 Vehicles may be stopped for the following reasons:
  - 2.2.1 Any time an officer has reason to arrest the driver or any occupant.
  - 2.2.2 Any time an officer has reasonable suspicion to believe the driver, any of the occupants, or the vehicle itself, has been involved in any criminal activity.
  - 2.2.3 Any time an officer has observed a violation of state traffic statute or Springfield Municipal traffic code to include moving, non-moving, or equipment violations.



## **SOG 101.4**

### **Use of Discretion**

Effective Date: 09/28/2017

- 2.2.3(a) Some violations may be cited once the vehicle is stopped, but cannot provide reasonable suspicion for the stop (e.g. seat belt violations).
  - 2.3 Traffic offenses may be dealt with in the following manner: (CALEA 1.2.6)
    - 2.3.1 Provide a verbal warning to the driver.
    - 2.3.2 Issue a citation into the appropriate court for any observed violations.
    - 2.3.3 Arrest the violator.
      - 2.3.3(a) Arrest for traffic violations should only be used in the following instances:
        - 2.3.3(a.1) Driving While Intoxicated;
        - 2.3.3(a.2) Driving While License Revoked or Driving While License Suspended with prior convictions;
        - 2.3.3(a.3) When the violator leads the officer to believe, by statements or actions that they do not intend to honor the court appearance date.
          - 2.3.3(a.3.1) This option requires the approval of a field supervisor.
  - 2.4 Considerations when deciding what action to take on a traffic offense should include:
    - 2.4.1 The severity of the violation;
    - 2.4.2 Past warnings or citations for the violation;
    - 2.4.3 Whether the violation is a prevalent community safety issue;
    - 2.4.4 Whether the violation is currently being addressed by an enforcement strategy.
  - 2.5 Withdrawal of a Traffic Summons
    - 2.5.1 No Police Department employee shall dispose of or authorize disposal of municipal or state traffic charges once a summons has been issued, except as provided in SOG 405.3 – Traffic Enforcement Procedures.
- 3 **PATROL ACTIVITIES**
  - 3.1 Calls for service
    - 3.1.1 Officers have the discretion of handling calls for service in whatever manner they feel will most appropriately resolve the call, in consideration of the following:
      - 3.1.1(a) The circumstances of the call;
      - 3.1.1(b) Past training;

## **SOG 101.4**

### **Use of Discretion**

Effective Date: 09/28/2017

- 3.1.1(c) Current written policies;
    - 3.1.1(d) Current standard procedures;
    - 3.1.1(e) Supervisory guidance;
    - 3.1.1(f) Statutory requirements.
  - 3.2 Any uncommitted time an officer has during their shift shall be used at their discretion in furtherance of the goals of the Department. Considerations when utilizing uncommitted time should include:
    - 3.2.1 Special assignments;
    - 3.2.2 Information from Criminal Information Bulletins;
    - 3.2.3 Traffic enforcement;
    - 3.2.4 Wanted persons;
    - 3.2.5 Community Problem Solving.
- 4 **ALTERNATIVE RESOLUTIONS (CALEA 1.2.6)**
  - 4.1 Alternative resolutions to problem solving most frequently involve a referral to another agency.
  - 4.2 When a referral to another agency is appropriate, employees should make every effort to facilitate the referral for the involved citizen.
  - 4.3 Examples of referral agencies include:
    - 4.3.1 Department of Social Services Children's Division; <sup>1</sup>
    - 4.3.2 Division of Youth Services;
    - 4.3.3 Other Law Enforcement Agencies;
    - 4.3.4 Other Service Agencies;
    - 4.3.5 Conflict Resolution Programs.

## **IV Attachments**

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<sup>1</sup> Section 4.3.1 revised, agency name updated, per Policy Change Order 17-039.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>101.5</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Administration	<b>Chapter Title:</b> Role and Authority		
<b>Chief of Police:</b>			

## Adult Cite and Release

### I Policy

It is the policy of the Springfield Police Department to conserve the resources of the Greene County Jail through the use of sound discretion and in accordance with established laws and procedures. Included in the use of discretion and policy is the utilization of non-arrest alternatives which includes citations to appear. It is the policy of the Springfield Police Department to issue citations for misdemeanor arrests or infractions unless one or more of the criteria set forth in this policy exists.

### II Definitions

**Arrest** – As used in this policy shall mean: the taking of a person into temporary custody in the field either by actual restraint or by the person's submission to detention; OR the taking of a person into custody and transporting them to jail.

**Citation** – A notice to appear which releases an arrested person and directs them to appear in court on a particular day to respond to the arrest charge. Citations may be issued after either an arrest or a physical arrest. The citation will either be an e-ticket or a traditional, handwritten paper summons.

**E-Ticket** – Electronically generated citation which is stored/retained within the RMS system. The offender's copy is printed by the officer.

**Infraction** – An offense (not a crime) for which a suspect, if convicted, may be assessed a fine and/or forfeiture. Does not allow for incarceration.

## **SOG 101.5**

### **Adult Cite and Release**

Effective Date: 04/04/2017

**Misdemeanor** – A crime for which a suspect, if convicted, may be incarcerated for a term not to exceed one year. (RSMO 556.061) <sup>1</sup>

## **III Procedure**

### **1 Considerations for Cite and Release**

1.1 The investigating officer may determine the suspect is ineligible for Cite and Release under the following circumstances:

- 1.1.1 Violence
- 1.1.2 An offense involving firearms
- 1.1.3 Resisting arrest
- 1.1.4 Giving false information to a police officer
- 1.1.5 The suspect/prisoner is a danger to themselves or others due to intoxication or being under the influence of drugs or narcotics.
- 1.1.6 The suspect/prisoner has other charges pending, if known, against them that would make them ineligible for citation.
- 1.1.7 There is reasonable likelihood that the offense(s) would continue/resume, or that the safety of person(s)/property would be immediately endangered by the release of the person.
- 1.1.8 The suspect/prisoner cannot provide satisfactory evidence of personal identification.
- 1.1.9 Any instance in which the arresting officer, with supervisor's approval, deems the arrest necessary. The supervisor must review the circumstances prior to approval for booking.
- 1.1.10 The prosecution of the offense(s) for which the person is arrested, or the prosecution of any other offense(s) would be jeopardized by the immediate release of the person arrested.
- 1.1.11 The offense is covered under a statutory provision, which mandates an arrest, such as the adult abuse statute.

### **2 Issuing Citations**

2.1 Whether an officer decides to arrest or cite and release, officers are required to issue citations using the E-Ticketing System unless certain circumstance exists. Officers may issue a traditional, handwritten summons under the following conditions:

- 2.1.1 Officer safety issues exist;
- 2.1.2 The officer's vehicle is not readily accessible;
- 2.1.3 The vehicle is not equipped with an e-ticket printer;

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<sup>1</sup> Definition revised, RSMo reference corrected, per Policy Change Order 17-009.

## **SOG 101.5**

Adult Cite and Release

Effective Date: 04/04/2017

- 2.1.4 The printer is not working properly.
  - 2.1.4(a) Officers are required to test their vehicle's printer prior to beginning their shift. If a printer is not functioning properly, officers shall document this on their Daily Vehicle Maintenance and Equipment Inspection form (SPD Form # 02-OP-0466) and notify their supervisor. Officers are not allowed to unplug or remove printers without the approval of Information Systems.
  - 2.1.4(b) If the e-ticket printer in the jail is not functioning properly, officers should notify the jail staff.
- 2.2 When the victim of a crime wants to pursue charges against an offender (e.g. shoplifting, noise disturbance, common assault, etc.), officers are not required to have the complainant sign an e-ticket citation; however, the officer shall note in their report the complainant's desire to prosecute.
  - 2.2.1 If the officer has to issue a traditional paper ticket, they should have the complainant sign the citation and note in their report the victim's desire to prosecute.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>102.1</b>
<b>Accreditation Index:</b> 11.1.1, 52.1.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Organization and Management	
<b>Chief of Police:</b>			

## Organizational Structure

### I Policy

To establish the organizational structure of the department and the responsibilities of the various units which comprise functional elements. It is the policy of this department that each organizational unit is commanded by only one supervisor.

### II Definitions

### III Procedure

#### 1 RANK STRUCTURE

1.1 SWORN - Rank structure of the sworn police officers will be as follows:

- 1.1.1 Chief of Police
- 1.1.2 Major
- 1.1.3 Captain
- 1.1.4 Lieutenant
- 1.1.5 Sergeant
- 1.1.6 Corporal
- 1.1.7 Police Officer

1.2 NON-SWORN - Rank structure of the non-sworn employees shall be as follows:

- 1.2.1 Administrator(s)
- 1.2.2 Supervisors
- 1.2.3 PAT Positions

## **SOG 102.1**

### **Organizational Structure**

Effective Date: 05/31/2014

## **2 ORGANIZATIONAL STRUCTURE**

- 2.1 The organizational structure of the Springfield Police Department is divided into two bureaus; Uniform Operations Bureau and Investigations and Support Services Bureau. Each bureau will be administered by a Major who will be directly responsible to the Chief of Police.<sup>1</sup>
  - 2.1.1 The Inspections and Internal Affairs Unit is administered by a Sergeant who answers directly to the Chief of Police. (CALEA 52.1.3- 5<sup>th</sup> Edition)
  - 2.1.2 The Financial Analyst is a non-sworn employee who answers directly to the Chief of Police.
- 2.2 Uniform Operations Bureau
  - 2.2.1 The Uniform Operations Bureau is responsible for responding to calls for service, maintaining order, enforcing the laws and city ordinances, providing security and providing traffic control.
  - 2.2.2 The Uniform Operations Bureau is divided into two Divisions, Zone 1 and Zone 2, which also includes the Center City Zone. Each Zone will be commanded by a Captain.
    - 2.2.2(a) UOB Divisions – Zone 1 and Zone 2
      - 2.2.2(a.1) Patrol Field Command shifts are administered by a Watch Commander with the rank of Lieutenant. In the Lieutenant's absence a Sergeant will act as Watch Commander.
        - 2.2.2(a.1.1) Line supervisors hold the rank of Sergeant and are assigned to a squad.
        - 2.2.2(a.1.2) The squad Corporal is assigned as the Major Crime Investigator (MCI). In the Sergeant's absence the Corporal will act as supervisor. A MCI qualified officer will be selected to act as the Corporal.
        - 2.2.2(a.1.3) Police officers are assigned to a squad.

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<sup>1</sup> Sections 2.1 and 2.2 corrected the outline format, per Policy Change Order 14-041, Effective Date 05/31/2014.

## **SOG 102.1**

### **Organizational Structure**

Effective Date: 05/31/2014

2.2.2(a.2) The Traffic Services Section is commanded by a Lieutenant, who answers directly to the Zone 1 Captain, and supervised by two (2) Sergeants. It consists of:

2.2.2(a.2.1) Traffic Enforcement

2.2.2(a.2.2) Traffic Investigations

2.2.2(a.2.3) Traffic Crashes

2.2.2(a.2.4) Parking Enforcement

2.2.2(a.3) The Community Services Section is commanded by a Lieutenant, who answers directly to the Zone 2 Captain. The section is responsible for coordinating and directing delivery of a wide range of community policing, problem solving, and crime prevention programs throughout the City. It consists of:

2.2.2(a.3.1) Center City Zone  
(Beats 31 and 32)

2.2.2(a.3.2) CSS Support / Crime  
Prevention

2.2.2(a.3.3) SRT/Police Service  
Dog Handlers

## **2.3 Investigations and Support Services Bureau<sup>2</sup>**

2.3.1 The Investigations and Support Services Bureau is divided into two divisions: the Criminal Investigations Division and the Support Services Division. Each Division will be commanded by a Captain.

### **2.3.1(a) The Criminal Investigations Division**

2.3.1(a.1) The Criminal Investigations Division is responsible for follow-up investigations of reported crimes, apprehension of criminals, preparation of case reports for the prosecutor, conducting crime-scene investigations and initiating investigations on illegal activities.

2.3.1(a.2) The Criminal Investigations Division is divided into three sections: Crimes Against Persons, Crimes Against Property and Special Investigations Section.

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<sup>2</sup> Section 2.3 outline format is slightly different than normal standards because of the number of outline levels, per Policy Change Order 14-041, Effective Date 05/31/2014.



## **SOG 102.1**

### **Organizational Structure**

Effective Date: 05/31/2014

2.3.1(a.2.1) The Crimes Against Persons and Crimes Against Property Sections are commanded by a Lieutenant.

2.3.1(a.2.1.a) Line supervisors hold the rank of Sergeant and are assigned to the Violent Crimes Unit, Special Victims Unit, Child Victim/Computer Forensics Unit, Property Crimes Unit, Vehicle Theft Unit, and Financial Crimes Unit. The Violent Crimes Unit, Child Victim/Computer Forensics Unit and Special Victims Unit are commanded by the Crimes Against Persons Lieutenant, and the Property Crimes Unit, Vehicle Theft Unit and Financial Crimes Unit are commanded by the Crimes Against Property Lieutenant.

2.3.1(a.2.1.b) There will be a minimum of one investigator in each unit that holds the rank of Corporal.

2.3.1(a.2.1.c) Investigators assigned to Criminal Investigations Division may hold the rank of police officer or corporal and are assigned to the Violent Crimes Unit, Special Victims Unit, Property Crimes Unit, Child

## **SOG 102.1**

### **Organizational Structure**

Effective Date: 05/31/2014

- Victim/Computer Forensics Unit, Vehicle Theft Unit, Financial Crimes Unit or task force positions.
    - 2.3.1(a.2.1.d) The Investigation Services Unit is administered by a non-sworn supervisor who reports directly to the CID Captain.
  - 2.3.1(a.2.2) The Special Investigations Section is commanded by a Lieutenant.
    - 2.3.1(a.2.2.a) Line supervisors hold the rank of Sergeant and are assigned to the Narcotics Unit or the Special Investigations Unit.
    - 2.3.1(a.2.2.b) There will be a minimum of one investigator holding the rank of Corporal assigned to each unit.
    - 2.3.1(a.2.2.c) All other investigators assigned to the Narcotics Unit and the Special Investigations Unit will hold the rank of Police Officer.
- 2.3.1(b) Support Services Division
  - 2.3.1(b.1) The Support Services Division is responsible for research, crime analysis, department accreditation, technical systems, internal and external communications, records management, and training. The Support Services Division is divided into three sections: Central Records, Training, and Support Operations.
    - 2.3.1(b.1.1) Central Records is directed by a non-sworn administrator.
    - 2.3.1(b.1.2) The Training Section is commanded by a Lieutenant.

## **SOG 102.1**

### **Organizational Structure**

Effective Date: 05/31/2014

2.3.1(b.1.2.a) Line supervisor holds the rank of Sergeant and is assigned to the Training Section.

2.3.1(b.1.2.b) There will be a minimum of two Corporals assigned to the Training Section.

2.3.1(b.1.2.c) All other officers assigned to the Training Section will hold the rank of Police Officer.

2.3.1(b.1.3) The Support Operations Section is commanded by a Lieutenant. The Support Operations Section is divided into two units: the Professional Standards and Crime Analysis Unit, and the Fleet and Equipment Unit.<sup>3</sup>

2.3.1(b.1.3.a) The Professional Standards and Crime Analysis Unit is supervised by a Sergeant.

2.3.1(b.1.3.b) The Fleet and Equipment Unit is supervised by a non-sworn supervisor.<sup>4</sup>

## **3 ORGANIZATIONAL CHART**

3.1 The organizational chart and manpower distribution of the department defines the department's chain of command.

3.1.1 The Professional Standards and Crime Analysis Unit shall review and revise the organizational chart and functional allocations as needed at the direction of the Chief of Police. At a minimum it shall be reviewed and revised on an annual basis, to be completed by February 1<sup>st</sup>.

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3 Section 2.3.1(b.1.3) changed Technical Services Unit to Fleet and Equipment Unit, per Policy Change Order 14-041, Effective Date 05/31/2014.

4 Section 2.3.1(b.1.3.b) changed Technical Services Unit to Fleet and Equipment Unit, per Policy Change Order 14-041, Effective Date 05/31/2014.

## **SOG 102.1**

### **Organizational Structure**

Effective Date: 05/31/2014

- 3.1.2 The organizational chart is located in SharePoint under Police and Shared Documents.

#### **4 STAFF MEETINGS**

- 4.1 Command Staff meetings shall be held weekly. The meetings shall be chaired by the Chief of Police. Policies, procedures and other administrative issues shall be discussed.
- 4.2 Bureau Staff meetings shall be held at the discretion of the Bureau Commander who shall chair the meetings.
- 4.3 Management Team meetings shall be held on a quarterly basis at the discretion of the Chief of Police.

#### **5 COMMUNICATIONS AND COORDINATION WITHIN THE DEPARTMENT**

- 5.1 All divisions and sections shall coordinate their activities and maintain open lines of communication.
- 5.2 Procedural updates and revisions will be forwarded to all bureaus of the Police Department.
- 5.3 Staff meetings are used to facilitate coordination as per Section 4, above.
- 5.4 The Office of Chief of Police shall publish the minutes of each staff meeting and the results of each Management Team meeting conducted for distribution throughout the department.
- 5.5 Crime Analysis will publish the Daily Bulletin to detail wanted persons, try to locate information, stolen vehicles and other timely information important to operational personnel.
- 5.6 The Support Services Division maintains liaison with the City Department of Information Systems for procurement and maintenance of the police computer network.
  - 5.6.1 Other technical systems (RMS, MDCS) are administered by the City's Information Systems.
- 5.7 Voice-Mail systems are installed allowing each employee 24 hour a day/7 days a week access to department-wide information and communication.
- 5.8 Supervisors in the Uniform Operations Bureau and the Criminal Investigations Division will conduct daily roll call with personnel under their command.
  - 5.8.1 Criminal Investigations Division personnel shall periodically attend patrol briefings for the purpose of exchanging information.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 07/01/2015	<b>Supersedes Policy Dated:</b> 05/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>102.2</b>
<b>Accreditation Index:</b> 12.2.1, 12.2.2 (CALEA 5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration	<b>Chapter Title:</b> Organization and Management		
<b>Chief of Police:</b>			

## Written Directive System

### I Policy

The Springfield Police Department shall establish and maintain a system of written directives for the guidance and use of all employees. The directive system shall contain department policy, rules and regulations, and procedures for implementing agency activities. (CALEA 12.2.1)<sup>1</sup>

### II Definitions<sup>2</sup> (CALEA 12.2.1)

**Intra-Department Communication (IDC)** – A written document that may be used to implement immediate changes within written directives, until a formal change is made within a policy.<sup>3</sup>

**Policy** – A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather, provide a framework for development of procedures and rules or regulations.<sup>4</sup>

**Procedure** – A written directive that is a guideline for carrying out agency activities. A procedure may be mandatory in tone through the use of “shall” rather than “should”, or “must” rather than “may”. Procedures sometimes allow some latitude and discretion in carrying out an activity.

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1 Entire directive, “5<sup>th</sup> Edition” removed from CALEA standard citations, per Policy Change Order 15-025.

2 SOG Manual definition removed, per Policy Change Order 15-025.

3 IDC definition revised, comma added, per Policy Change Order 15-025.

4 Policy definition revised, punctuation and grammatical correction, per Policy Change Order 15-025.

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

**Special Order (SO)** – A directive affecting only a specific segment of the organization or a statement of policy or procedure regarding a specific circumstance or event.<sup>5</sup>

**Standard Operating Guideline (SOG)** – The primary authoritative directive for the Department, impacting department-wide operations or processes, which affect more than one Bureau. Each SOG shall include a policy statement and a set of procedures; it may also include a list of definitions and attachments.<sup>6</sup>

**Training Bulletin** – A document covering specific and immediate needs for training, to identify officer safety issues, and may be used to explain or clarify a procedure addressed in policy.

**Written Directives** – Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, and instructional material.<sup>7</sup>

## **III Procedure**

### **1 Types of Written Directives and Issuing Authorities (CALEA 12.2.1)**

- 1.1 Standard Operating Guideline – The primary authoritative directive for the Department.<sup>8</sup>
  - 1.1.1 SOGs are issued and/or revised only by the authority of the Chief of Police.<sup>9 10</sup>
- 1.2 Special Orders – A written directive affecting only a specific segment of the Department.<sup>11</sup>
  - 1.2.1 Special Orders are issued and/or revised under the authority of the Chief of Police or the Bureau Commander specifically responsible for that function.<sup>12 13</sup>
- 1.3 Training Bulletin – A formal document covering specific and immediate training needs. Training bulletins may be used to explain or clarify a procedure addressed in policy.
  - 1.3.1 Training Bulletins are issued by the Training Section under the authority of the Investigations and Support Services Bureau Commander.

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5 Special Order definition revised, per Policy Change Order 15-025.

6 Standard Operating Guideline definition revised, per Policy Change Order 15-025.

7 Written Directive definition revised, per Policy Change Order 15-025.

8 Section 1.1 revised, capitalization changes, per Policy Change Order 15-025.

9 *SOG*'s changed to *SOGs* throughout the entire policy, per Policy Change Order 15-025.

10 Section previously numbered 1.1.1(a) was deleted, per Policy Change Order 15-025.

11 Section 1.2 revised, capitalization change, per Policy Change Order 15-025.

12 *SO*'s and *SOs* changed to *Special Orders* throughout the entire policy, per Policy Change Order 15-025.

13 Section previously numbered 1.2.1(a) was deleted, per Policy Change Order 15-025.

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 1.4 Intra-Department Communication – A written document that may be used to implement immediate changes to a policy.
  - 1.4.1 IDCs used to implement changes within a written directive are issued by the Chief of Police for SOGs, and by a Bureau Commander or their designee for Special Orders.<sup>14</sup>
- 2 Standard Operating Guideline<sup>15</sup>
  - 2.1 Formulation and Review (CALEA 12.2.1)
    - 2.1.1 SOGs shall not conflict with or deviate from any directive issued by a higher authority or applicable accreditation standards as published by the Commission on Accreditation for Law Enforcement Agencies.
    - 2.1.2 Any employee may submit a suggestion for a revision of an SOG or submit a draft of a new SOG through their chain of command, at any time.<sup>16</sup>
      - 2.1.2(a) New SOGs, revisions to SOGs, and cancellation of SOGs are requested by submitting a Policy Change Order – Standard Operating Guideline (SPD Form # 97-AD-0270).<sup>17</sup>
      - 2.1.2(b) The Professional Standards and Crime Analysis Unit Supervisor is authorized to approve PCOs that only contain minor revisions; such as changes in document format, reorganization, and the correction of errors in grammar, spelling, syntax, typography, etc. The revisions cannot change the meaning or intent of the SOG.<sup>18</sup>
      - 2.1.2(c) If revisions change the meaning or intent of the SOG, the Policy Change Order will be reviewed by Command Staff and must be signed by the Chief of Police.<sup>19</sup>
    - 2.1.3 All SOGs shall be reviewed annually.<sup>20</sup>

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14 *IDC's* changed to *IDCs* throughout the entire policy, per Policy Change Order 15-025.

15 Section 2 heading revised, SOG spelled out, per Policy Change Order 15-025.

16 Section 2.1.2 revised, grammatical and punctuation correction, per Policy Change Order 15-025.

17 Section 2.1.2(a) revised, punctuation corrections and minor rewording, per Policy Change Order 15-025.

18 Section 2.1.2(b) revised, information previously in section 2.1.2(b.1) was reworded and moved to this section, per Policy Change Order 15-025.

19 Section 2.1.2(c) (previously numbered 2.1.2(b)) was revised, syntax changes and renumbering, per Policy Change Order 15-025.

20 Section 2.1.3 revised, SOG annual review process clarified and Policy Corporal duties established, also minor wording and punctuation changes, per Policy Change Order 15-025.

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 2.1.3(a) Each month, the Policy Corporal will forward a list of the SOGs scheduled for review to the appropriate Bureau Commander.
  - 2.1.3(b) The Bureau Commander will distribute the SOGs to designated personnel for review.
  - 2.1.3(c) The designated person shall review the SOG, complete the SOG Annual Review form, and send the form to the Policy Corporal by the end of the month in which it was received.
    - 2.1.3(c.1) If the SOG requires a revision, a Policy Change Order will be completed by the end of the following month.
- 2.2 Policy Change Orders <sup>21</sup> (CALEA 12.2.1)
  - 2.2.1 All Policy Change Orders shall be completed electronically and forwarded through the chain of command to the Bureau Commander for approval.
    - 2.2.1(a) If approved, the Bureau Commander shall forward the Policy Change Order to the Professional Standards and Crime Analysis Unit Supervisor.
      - 2.2.1(a.1) Policy Change Orders not received from a Bureau Commander will be returned.
  - 2.2.2 Upon receipt of the PCO, the Professional Standards and Crime Analysis Unit Supervisor shall review the PCO and then forward it to the Policy Corporal.
  - 2.2.3 The Policy Corporal shall:
    - 2.2.3(a) Proofread the PCO and review the associated SOG;
    - 2.2.3(b) Make the following changes to the PCO, as needed;
      - 2.2.3(b.1) Combine pending PCOs of the same SOG.
      - 2.2.3(b.2) Formatting corrections.
      - 2.2.3(b.3) Corrections pertaining to grammar, spelling, syntax, typography, etc.
    - 2.2.3(c) Verify that changes do not contradict other directives; (CALEA 12.2.1)
    - 2.2.3(d) Identify related CALEA Standards;
    - 2.2.3(e) Assign a Policy Change Order Number;

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<sup>21</sup> Section 2.2; the PCO process for SOGs was revised pertaining to responsibilities of the PSCAU Supervisor, Policy Corporal, and Administrative Assistant; subsections were renumbered as necessary; per Policy Change Order 15-025.



## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 2.2.3(f) Forward the PCO to the Professional Standards and Crime Analysis Unit Administrative Assistant;
      - 2.2.3(f.1) The Administrative Assistant shall review the PCO to verify the changes are in compliance with all applicable accreditation standards and will advise the Policy Corporal of any possible conflicts.
    - 2.2.3(g) Forward the PCO to the Professional Standards and Crime Analysis Unit Supervisor for final review.
  - 2.2.4 Command Staff Review
    - 2.2.4(a) The Professional Standards and Crime Analysis Unit Supervisor will schedule the PCO for Command Staff review at the earliest possible date.
      - 2.2.4(a.1) PCOs containing only minor changes may be held until the SOG comes up for review at the regularly scheduled time, unless otherwise directed by the submitting Bureau Commander or the Chief of Police.
    - 2.2.4(b) The Command Staff shall determine if the PCO is to be approved.
    - 2.2.4(c) The completed PCO shall be returned to the Policy Corporal.
  - 2.2.5 Publication
    - 2.2.5(a) If approved, the Professional Standards and Crime Analysis Unit Supervisor shall issue an effective date for the PCO.
    - 2.2.5(b) The Policy Corporal shall incorporate the changes into the SOG and forward the revised SOG to the Chief of Police for his signature.
    - 2.2.5(c) The Policy Corporal shall update the SOG Manual with the revised SOG and disseminate the revisions department wide, through a Policy Revision Acknowledgement. (CALEA 12.2.2)
- 2.3 Manual Organization and Document Format (CALEA 12.2.1)
  - 2.3.1 The Department SOG Manual shall be divided into four parts, each part shall be divided into chapters, and each chapter shall contain the SOGs.<sup>22</sup>

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<sup>22</sup> Subsections 2.3.1(a)-2.3.1(d) revised, commas replaced with colons, per Policy Change Order 15-025.

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 2.3.1(a) Part I: Administration, Chapters 101-199
- 2.3.1(b) Part II: Personnel, Chapters 201-299
- 2.3.1(c) Part III: Support Services, Chapters 301-399
- 2.3.1(d) Part IV: Operations, Chapters 401-499
- 2.3.2 SOG Numbers shall be unique designations and shall consist of two parts: Chapter Number and Directive Number separated by a decimal point. (e.g. 101.2, 303.5)
  - 2.3.2(a) Directives will be sequentially numbered and may continue through three decimal points. (e.g. 101.999)
  - 2.3.2(b) SOG Numbers shall not be reused once rescinded.<sup>23</sup>
- 2.3.3 SOG Title Pages shall include the following information:<sup>24</sup>
  - 2.3.3(a) Effective Date;
  - 2.3.3(b) Supersedes Policy Dated;
  - 2.3.3(c) SOG Number;
  - 2.3.3(d) Accreditation Index;
  - 2.3.3(e) Rescinds;
  - 2.3.3(f) Part Title;
  - 2.3.3(g) Chapter Title;
  - 2.3.3(h) Signature of the Chief of Police;
  - 2.3.3(i) SOG Title.
- 2.3.4 All subsequent pages shall contain a header and footer.
  - 2.3.4(a) The header shall include the SOG Number, title of the SOG, and the effective date.<sup>25</sup>
  - 2.3.4(b) The footer shall contain page numbers in the X of Y format. (e.g. 1 of 10, etc.)
- 2.3.5 The document will be outlined in the following format:<sup>26</sup>
  - I Policy Statement (CALEA 12.2.1)
  - II Definitions (as necessary)
  - III Procedure (CALEA 12.2.1)
  - 1
    - 1.1
      - 1.1.1
        - 1.1.1(a)

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<sup>23</sup> Section 2.3.2(b) revised, capitalization change, per Policy Change Order 15-025.

<sup>24</sup> Section 2.3.3 revised, typographical correction, per Policy Change Order 15-025.

<sup>25</sup> Section 2.3.4(a) revised, capitalization change, per Policy Change Order 15-025.

<sup>26</sup> Section 2.3.5 revised, capitalization changes, per Policy Change Order 15-025.

## SOG 102.2

### Written Directive System

Effective Date: 07/01/2015

#### 1.1.1(a.1)

##### 1.1.1(a.1.1)

#### IV Attachments (optional)

2.3.6 Footnotes will be used to reflect the latest revisions to the SOG.

2.3.6(a) The footnote will be placed after the affected section and will indicate the nature of the revision and the Policy Change Order Number.<sup>27</sup>

#### 2.4 Dissemination and Retention (CALEA 12.2.2)

2.4.1 All current SOGs are available in the online SOG Manual. SOGs located in the SOG Manual are the official Directives of Record.<sup>28</sup>

2.4.2 All Police Department employees shall have ready access to the SOG Manual located on the Police Network drive in the Network SOG Manual folder. The SOG Manual can also be accessed by utilizing the Mobile Data Communication System (MDCS) in patrol vehicles.

2.4.2(a) The SOG Manual will not be printed in its entirety unless authorized by the Investigations and Support Services Bureau Commander.

2.4.2(b) The SOG Manual or any portion shall not be distributed to any outside person or agency without approval of the Chief of Police or a Bureau Commander.<sup>29</sup>

2.4.2(c) Information to be redacted from publication shall be identified in red. All redactions will be approved by the Chief of Police.

2.4.2(c.1) Text identified in red shall be redacted from any portion of the SOG Manual distributed to a non-law enforcement agency or person, unless otherwise approved by the Chief of Police.<sup>30</sup>

2.4.3 A historical record of all SOGs shall be maintained permanently in accordance with the Missouri Public Records Retention Schedules established by the Local Records Board under the Missouri Secretary of State.<sup>31</sup>

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<sup>27</sup> Section 2.3.6(a) revised, effective date no longer included in footnotes, per Policy Change Order 15-025.

<sup>28</sup> Section 2.4.1 revised, reworded and *self-canceling* reference deleted, per Policy Change Order 15-025.

<sup>29</sup> Section 2.4.2(b) revised, typographical correction, per Policy Change Order 15-025.

<sup>30</sup> Section 2.4.2(c.1) reworded, per Policy Change Order 15-025.

<sup>31</sup> Section 2.4.3 revised, minor syntax correction, per Policy Change Order 15-025.

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 2.4.3(a) The Policy Corporal is responsible for maintaining a system of historical records.<sup>32</sup>
    - 2.4.4 Policy Revision Acknowledgements are classified as training records and shall be retained in accordance with the Missouri Public Records Retention Schedules established by the Local Records Board under the Missouri Secretary of State.<sup>33</sup> (CALEA 12.2.2)
      - 2.4.4(a) The Policy Corporal will maintain an electronic record of Policy Revision Acknowledgements for each department employee.<sup>34</sup>
- 3 Special Orders
  - 3.1 Formulation and Review
    - 3.1.1 Each bureau shall maintain Special Orders specific to their segment of the organization.
    - 3.1.2 The Bureau Commander has the authority to issue Special Orders affecting their segment of the organization. (CALEA 12.2.1)
      - 3.1.2(a) Special Orders shall not conflict with or deviate from any directive issued by a higher authority or applicable accreditation standards as published by the Commission on Accreditation for Law Enforcement Agencies. (CALEA 12.2.1)
        - 3.1.2(a.1) Special Orders may be more restrictive but will not be more lenient than already established written directives.
    - 3.1.3 Any employee may submit a suggestion for a revision of an SO or submit a draft of a new SO through their chain of command, at any time. (CALEA 12.2.1)<sup>35</sup>
      - 3.1.3(a) New Special Orders, revisions to Special Orders, and cancellation of Special Orders are requested by submitting a Policy Change Order – Special Order (SPD Form # 09-AD-0591).<sup>36</sup>
      - 3.1.3(b) The Professional Standards and Crime Analysis Unit Supervisor is authorized to approve PCOs that only contain minor revisions; such as changes in document format, reorganization, and the correction of errors in

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32 Section 2.4.3(a) revised, SOG historical records maintenance designated to the Policy Corporal, per Policy Change Order 15-025.

33 Section 2.4.4 revised, capitalization and syntax change, per Policy Change Order 15-025.

34 Section 2.4.4(a) revised, Policy Revision Acknowledgement records maintenance designated to the Policy Corporal, per Policy Change Order 15-025.

35 Section 3.1.3 revised, grammatical correction, per Policy Change Order 15-025.

36 Section 3.1.3(a) revised; grammatical, punctuation, and wording change; per Policy Change Order 15-025.

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- grammar, spelling, syntax, typography, etc. The revisions cannot change the meaning or intent of the SO.<sup>37</sup>
- 3.1.3(c) If revisions change the meaning or intent of the SO, the Policy Change Order must be approved by the Bureau Commander.<sup>38</sup>
  - 3.1.4 All Special Orders shall be reviewed annually.<sup>39</sup> (CALEA 12.2.1)
    - 3.1.4(a) Each month, the Policy Corporal will forward a list of the Special Orders scheduled for review to the appropriate Bureau Commander.
    - 3.1.4(b) The Bureau Commander will distribute the Special Orders to designated personnel for review.
    - 3.1.4(c) The designated person shall review the SO, complete the Special Order Annual Review form, and send the form to the Policy Corporal by the end of the month in which it was received.
      - 3.1.4(c.1) If the SO requires a revision, a Policy Change Order will be completed by the end of the following month.
  - 3.2 Policy Change Orders<sup>40</sup> (CALEA 12.2.1)
    - 3.2.1 All Policy Change Orders shall be completed electronically and forwarded through the chain of command to the Bureau Commander for approval.
      - 3.2.1(a) If approved, the Bureau Commander shall forward the Policy Change Order to the Professional Standards and Crime Analysis Unit Supervisor.
        - 3.2.1(a.1) Policy Change Orders not received from a Bureau Commander will be returned.
    - 3.2.2 Upon receipt of the PCO, the Professional Standards and Crime Analysis Unit Supervisor shall review the PCO and then forward it to the Policy Corporal.
    - 3.2.3 The Policy Corporal shall:
      - 3.2.3(a) Proofread the PCO and review the associated SO;

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<sup>37</sup> Section 3.1.3(b) revised, information previously in section 3.1.3(b.1) was reworded and moved to this section, per Policy Change Order 15-025.

<sup>38</sup> Section 3.1.3(c) (previously numbered 3.1.3(b)) was revised, syntax changes and renumbering, per Policy Change Order 15-025.

<sup>39</sup> Section 3.1.4 revised, SO annual review process clarified and Policy Corporal duties established, also minor wording and punctuation changes, per Policy Change Order 15-025.

<sup>40</sup> Section 3.2; PCO process for SOs revised pertaining to the responsibilities of the PSCAU Supervisor, Policy Corporal, and Administrative Assistant; subsections were renumbered as necessary; per PCO 15-025.

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 3.2.3(b) Make the following changes to the PCO, as needed;
  - 3.2.3(b.1) Combine pending PCOs of the same Special Order.
  - 3.2.3(b.2) Formatting corrections.
  - 3.2.3(b.3) Corrections pertaining to grammar, spelling, syntax, typography, etc.
- 3.2.3(c) Verify that changes do not contradict other existing directives;
- 3.2.3(d) Identify related CALEA Standards;
- 3.2.3(e) Assign a Policy Change Order Number;
- 3.2.3(f) Forward the PCO to the Administrative Assistant;
  - 3.2.3(f.1) The Administrative Assistant shall review the PCO to verify the changes are in compliance with all applicable accreditation standards and will advise the Professional Standards and Crime Analysis Unit Supervisor of any possible conflicts.
- 3.2.3(g) Forward the PCO to the Professional Standards and Crime Analysis Unit Supervisor for final review.
- 3.2.4 Following the final review by the Professional Standards and Crime Analysis Unit Supervisor, the PCO will be returned to the submitting Bureau Commander for review and signature.
  - 3.2.4(a) PCOs containing minor changes may be held until the SO comes up for review at the regularly scheduled time, unless otherwise directed by the submitting Bureau Commander.
  - 3.2.4(b) The signed PCO shall be returned to the Policy Corporal.
- 3.2.5 Publication
  - 3.2.5(a) Following approval, the Professional Standards and Crime Analysis Unit Supervisor shall issue an effective date for the Policy Change Order.
  - 3.2.5(b) The Policy Corporal shall incorporate the changes into the SO and forward the revised SO to the Bureau Commander for their signature.
  - 3.2.5(c) The Policy Corporal shall update the Special Order Manual with the revised SO and disseminate the revisions department wide through a Policy Revision Acknowledgement. (CALEA 12.2.2)

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 3.3 Manual Organization and Document Format (CALEA 12.2.1)
  - 3.3.1 The Bureau Commander shall determine if there will be one SO Manual for the entire bureau or if there will be an SO Manual per division and/or section.<sup>41</sup>
  - 3.3.2 SO numbers shall be unique designations and appear in the following format:<sup>42</sup>
    - 3.3.2(a) Bureau Identifier;
      - 3.3.2(a.1) UOB or ISSB
    - 3.3.2(b) Division Identifier, if applicable;
      - 3.3.2(b.1) Example – CID or SSD<sup>43</sup>
    - 3.3.2(c) Section Identifier, if applicable;
      - 3.3.2(c.1) Example – Persons/Property or SIS<sup>44</sup>
    - 3.3.2(d) Special Order designation;
      - 3.3.2(d.1) SO
    - 3.3.2(e) Chapter and Directive Number separated by a decimal.
  - 3.3.3 SO documents shall mirror the format of the SOGs. (see Section 2.3 Manual Organization and Document Format)<sup>45</sup>
- 3.4 Dissemination and Retention (CALEA 12.2.2)
  - 3.4.1 All current Special Orders are available online in the Special Order Manuals. The Special Orders located in the SO Manuals are the official Directives of Record.<sup>46</sup>
  - 3.4.2 All Police Department employees shall have ready access to each SO Manual located on the Police Network drive in the Network SO Manual folder. The SO Manuals can also be accessed by utilizing the Mobile Data Communication System, (MDCS) in patrol vehicles.<sup>47</sup>
    - 3.4.2(a) SO Manuals will not be printed in their entirety unless authorized by the Bureau Commander.<sup>48</sup>
    - 3.4.2(b) The SO Manuals or any portion shall not be distributed to any outside person or agency without approval of the Chief of Police or a Bureau Commander.<sup>49</sup>

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41 Section 3.3.1 reworded, per Policy Change Order 15-025.

42 Section 3.3.2 revised, *Special Order* abbreviated and punctuation correction, per Policy Change Order 15-025.

43 Section 3.3.2(b.1) revised, capitalization and punctuation change, per Policy Change Order 15-025.

44 Section 3.3.2(c.1) revised, capitalization and punctuation change, per Policy Change Order 15-025.

45 Section 3.3.3 revised, *Special Order* abbreviated, per Policy Change Order 15-025.

46 Section 3.4.1 revised, reworded and *self-canceling* reference deleted, per Policy Change Order 15-025.

47 Section 3.4.2 revised, *Special Order* abbreviated and minor wording change, per Policy Change Order 15-025.

48 Section 3.4.2(a) revised, *Special Order* abbreviated and minor rewording, per Policy Change Order 15-025.

49 Section 3.4.2(b) revised, *Special Order* abbreviated & minor wording change, per Policy Change Order 15-025.

## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 3.4.2(c) Information to be redacted from publication shall be identified in red. All redactions will be approved by the Chief of Police.<sup>50</sup>
  - 3.4.2(c.1) Text identified in red shall be redacted from any portion of the SO Manuals distributed to a non-law enforcement agency or person, unless otherwise approved by the Chief of Police.
- 3.4.3 A historical record of all Special Orders shall be maintained permanently in accordance with the Missouri Public Records Retention Schedules established by the Local Records Board under the Missouri Secretary of State.<sup>51</sup>
  - 3.4.3(a) The Policy Corporal is responsible for maintaining a system of historical records.<sup>52</sup>
- 3.4.4 Policy Revision Acknowledgements are classified as training records and shall be retained in accordance with the Missouri Public Records Retention Schedules established by the Local Records Board under the Missouri Secretary of State.<sup>53</sup> (CALEA 12.2.2)
  - 3.4.4(a) The Policy Corporal will maintain an electronic record of Policy Revision Acknowledgements for each department employee.<sup>54</sup>
- 3.4.5 Upon transferring or assignment to a new section, division, or bureau; an employee's immediate supervisor will ensure the employee has reviewed the respective Special Orders for that assignment.<sup>55</sup>
  - 3.4.5(a) The employee will sign documentation acknowledging the review.
  - 3.4.5(b) This documentation will be forwarded to the Policy Corporal for retention.<sup>56</sup>

## **4 Training Bulletins**

- 4.1 A Training Bulletin may be used to explain or clarify a procedure addressed in policy.

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50 Section 3.4.2(c) added to address redaction procedures for Special Orders, per Policy Change Order 15-025.

51 Section 3.4.3 revised, minor syntax correction, per Policy Change Order 15-025.

52 Section 3.4.3(a) revised, SO historical records maintenance designated to the Policy Corporal, per Policy Change Order 15-025.

53 Section 3.4.4 revised, minor syntax correction, per Policy Change Order 15-025.

54 Section 3.4.4.(a) revised, Policy Revision Acknowledgement records maintenance designated to the Policy Corporal, per Policy Change Order 15-025.

55 Section 3.4.5 revised, capitalization correction, per Policy Change Order 15-025.

56 Section 3.4.5(b) revised, SO review documentation forwarded to the Policy Corporal instead of Training, per Policy Change Order 15-025.



## **SOG 102.2**

### **Written Directive System**

Effective Date: 07/01/2015

- 4.2 Dissemination and Retention
  - 4.2.1 All Training Bulletins will be disseminated department wide and placed on SharePoint under the heading “MDT Daily Briefing”.<sup>57</sup>
  - 4.2.2 It is the responsibility of all departmental personnel to review all issued Training Bulletins.
  - 4.2.3 The Training Section will be responsible for the retention of issued Training Bulletins.
- 5 Intra-Department Communication (IDC)
  - 5.1 An IDC can be issued as an Immediate Change Order to revise an SOG or SO.<sup>58</sup>
    - 5.1.1 IDCs issued as Immediate Change Orders for the purpose of revising an SOG shall be issued by the Chief of Police.<sup>59</sup>
    - 5.1.2 IDCs issued as Immediate Change Orders for the purpose of revising an SO shall be issued by the Bureau Commander specifically responsible for that function.<sup>60</sup>
  - 5.2 Dissemination and Retention<sup>61</sup>
    - 5.2.1 A copy of the IDC issued as an Immediate Change Order shall be forwarded to the Professional Standards and Crime Analysis Unit Supervisor and saved in the written directive historical files.
      - 5.2.1(a) The IDC shall include a Policy Change Order signed by the Chief of Police or the appropriate Bureau Commander.
      - 5.2.1(b) The Professional Standards and Crime Analysis Unit Supervisor shall ensure the SOG or SO manual is revised as necessary and that the revision is immediately disseminated through a department-wide e-mail and later through a Policy Revision Acknowledgement.

## **IV Attachments**

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57 Section 4.2.1 revised, minor wording change, per Policy Change Order 15-025.

58 Section 5.1 revised, grammatical correction, per Policy Change Order 15-025.

59 Section 5.1.1 revised, grammatical correction, per Policy Change Order 15-025.

60 Section 5.1.2 revised, grammatical correction, per Policy Change Order 15-025.

61 Section 5.2 heading added, subsequent sections were renumbered accordingly, section previously numbered 5.2 was deleted, per Policy Change Order 15-025.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/30/2016	<b>Supersedes Policy Dated:</b> 07/01/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>102.4</b>
<b>Accreditation Index:</b> 33.5.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Organization and Management	
<b>Chief of Police:</b>			

## Accreditation and Administrative Reports

### I Policy

It is the policy of the Springfield Police Department to seek, achieve, and maintain law enforcement agency accreditation from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

To ensure all administrative reports identified by policy that measure, analyze, or provide an accounting of activities performed or conducted by the department are completed in a timely manner and to facilitate the accreditation process; an Administrative Report Clearinghouse System shall be maintained.

### II Definitions

**Administrative Report** – A report or completed form required per Standard Operating Guidelines or Special Orders that is essential to the management of a function, activity, and/or personnel.

**Administrative Report Clearinghouse** – A location on the police computer network designated as a central depository for all administrative reports required by policy. <sup>1</sup>

### III Procedure

#### 1 Accreditation

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<sup>1</sup> Definitions revised, minor wording change and capitalization corrections, per Policy Change Order 16-026.

## **SOG 102.4**

### **Accreditation and Administrative Reports**

Effective Date: 09/30/2016

- 1.1 The Chief of Police will determine which tiered law enforcement accreditation program, CALEA Law Enforcement Accreditation or CALEA Advanced Law Enforcement Accreditation, the department will achieve.
  - 1.1.1 Based on that selection, the department will remain in compliance with all applicable standards promulgated by the Commission on Accreditation for Law Enforcement Agencies.
- 1.2 The Support Operations Section has overall responsibility for accreditation.
  - 1.2.1 The Professional Standards and Crime Analysis Unit Supervisor will act as the accreditation coordinator and is accountable directly to the Support Operations Section Commander on all accreditation issues.
    - 1.2.1(a) The Unit Supervisor shall be responsible for managing the accreditation process and organizing accreditation activities with CALEA staff.
  - 1.2.2 The Professional Standards and Crime Analysis Unit Administrative Assistant and the Policy Corporal report directly to the Unit Supervisor.
    - 1.2.2(a) The Administrative Assistant is responsible for the assimilation, storage, and organization of all departmental accreditation files.
      - 1.2.2(a.1) The Administrative Assistant has the authority to make appropriate assignments and set deadlines throughout the agency to ensure compliance with applicable accreditation standards.
    - 1.2.2(b) The Policy Corporal will assist with the accreditation process, as directed by the Unit Supervisor.
- 1.3 The department shall conduct a mock assessment preceding an on-site visit pursuant to accreditation or re-accreditation.
- 1.4 Preceding the on-site visit associated with re-accreditation, the Professional Standards and Crime Analysis Unit Supervisor shall inform Police Department employees of the planned event and schedules. (CALEA 33.5.3(c)) <sup>2</sup>
- 1.5 Accreditation Training
  - 1.5.1 The Professional Standards and Crime Analysis Unit Supervisor, Administrative Assistant, and Policy Corporal shall receive specialized accreditation training within one year of being appointed.
  - 1.5.2 All police department personnel shall receive accreditation training.
    - 1.5.2(a) Sworn personnel shall receive accreditation training while attending the recruit academy. (CALEA 33.5.3(a))

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<sup>2</sup> 5<sup>th</sup> Edition removed from all CALEA standard references throughout the entire policy, per PCO 16-026.

## **SOG 102.4**

### **Accreditation and Administrative Reports**

Effective Date: 09/30/2016

1.5.2(b) Non-Sworn personnel shall receive accreditation training from their supervisors, within 30 days after their employment begins. (CALEA 33.5.3(a))

1.5.2(b.1) It is the supervisor's responsibility to ensure this training is completed and documented on a Training Activity Report (SPD Form # 94-SP-0157), which shall be submitted to the Training Section to be entered into the employee's permanent training records.

## **2 Administrative Reports (Administrative Report Clearinghouse System) <sup>3</sup>**

2.1 The Professional Standards and Crime Analysis Unit Administrative Assistant will be responsible for maintaining a list of administrative reports included in the Administrative Report Clearinghouse System.

2.1.1 The Administrative Report Clearinghouse list will include: <sup>4</sup>

2.1.1(a) Activity/purpose of the report;

2.1.1(b) Identity of the person or position responsible for completion of the report;

2.1.1(c) The frequency of the report;

2.1.1(d) Date due (month/year), if applicable;

2.1.1(e) Report distribution information;

2.1.1(f) The corresponding policy (SOG/SO);

2.1.1(g) The corresponding SPD form number or administrative report number, if applicable;

2.1.1(h) The corresponding CALEA standard, if applicable;

2.1.1(i) Location on the police computer network where the final report is to be stored.

2.1.2 The Administrative Assistant shall identify the reports added to the Administrative Report Clearinghouse System and will update the list as needed.

2.1.2(a) Any report required by policy can be added to the Administration Report Clearinghouse System by notifying the Professional Standards and Crime Analysis Unit Supervisor or Administrative Assistant.

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<sup>3</sup> Section 2 revised, Administrative Report Clearinghouse responsibilities reassigned to PSCAU Administrative Assistant, per Policy Change Order 16-026.

<sup>4</sup> Section 2.1.1 revised, capitalization corrections, per Policy Change Order 16-026.

## **SOG 102.4**

### **Accreditation and Administrative Reports**

Effective Date: 09/30/2016

- 2.1.3 The Administrative Report Clearinghouse list is available in the Administrative Report Clearinghouse folder located on the police computer network.<sup>5</sup>
- 2.2 The Bureau Commander or designee having responsibility over each report will ensure a copy of the final report is saved in the appropriate Administrative Report Clearinghouse file subfolder.
  - 2.2.1 The Administrative Report Clearinghouse files will serve as historical files for all reports contained therein.
    - 2.2.1(a) Reports containing confidential information will not be included in the clearinghouse files, historical files shall be maintained by the Bureau Commander or designee.
    - 2.2.1(b) In order to keep files sorted in date order, all files should be saved with the following naming conventions: YYYY-MM-DD title of report (e.g. 2009-12-06 Workplace Harassment Report).
      - 2.2.1(b.1) Files not completed electronically shall be scanned and saved to the correct location.
- 2.3 On a monthly basis, the Administrative Assistant shall verify that all reports identified on the Administrative Report Clearinghouse list are completed and stored in the correct Administrative Report Clearinghouse folder.
  - 2.3.1 At the beginning of each month, the Administrative Assistant shall disseminate a list of the administrative reports due that month as well as a list of any past due administrative reports.<sup>6</sup>

## **IV Attachments**

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<sup>5</sup> Section 2.1.3 revised, minor wording change and capitalization correction, per Policy Change Order 16-026.

<sup>6</sup> Section 2.3.1 reworded, per Policy Change Order 16-026.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>102.5</b>
<b>Accreditation Index:</b> 15.2.1 <sup>1</sup>			
<b>Part Title:</b> Administration	<b>Chapter Title:</b> Organization and Management		
<b>Chief of Police:</b>			

## Goals and Objectives

### I Policy

The purpose of this policy is to establish procedures outlining the development of departmental goals and objectives as well as procedures for reviewing progress made toward achieving those goals.

### II Definitions

**Goal:** The end product toward which an organizational effort is directed.

**Objective:** An activity that will assist the department in progressing towards the accomplishment of a goal.

### III Procedure

#### 1 GOALS AND OBJECTIVES <sup>2</sup>

1.1 The Chief of Police will develop a report on a triennial basis listing departmental goals and objectives. (CALEA 15.2.1)

1.1.1 This report will address the goals of the department over a three-year period.

1.1.1(a) Each goal will be listed followed by supporting objectives.

1.1.1(b) Each objective will identify the group(s) responsible for implementation and associated performance measures.

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<sup>1</sup> *5<sup>th</sup> Edition* reference removed from all CALEA standard citations, per Policy Change Order 17-050.

<sup>2</sup> Section 1 revised; heading capitalized, goals & objectives development process updated; per PCO 17-050.

## **SOG 102.5**

### **Goals and Objectives**

Effective Date: 09/28/2017

- 1.1.2 The development of goals and objectives will coincide with the calendar year and will be implemented on January 1st.
  - 1.2 The goals and objectives development process will begin during the fourth quarter of the previous calendar year and will be conducted as follows.
    - 1.2.1 The Chief of Police will specify the method by which departmental goals and objectives will be formulated.
      - 1.2.1(a) Methods may include formulation of goals and objectives by Leadership Council, a board/working group of commanders, or any other method the Chief of Police deems necessary.
    - 1.2.2 Bureau Commanders will provide input to those tasked with goals and objectives development.
    - 1.2.3 Those tasked with formulating the goals and objectives will be responsible for submitting drafts to the Chief of Police for revision and editing until final completion.
  - 1.3 When developing goals and objectives, the following should be considered:
    - 1.3.1 Associated costs;
    - 1.3.2 Anticipated personnel levels and workload;
    - 1.3.3 Anticipated capital improvements and equipment needs;
    - 1.3.4 Consistency with departmental mission.
  - 1.4 The Goals and Objectives Report will be posted on SharePoint and will be accessible to department employees. (CALEA 15.2.1)
- 2 EVALUATION <sup>3</sup>
  - 2.1 Annually, the Chief of Police will direct that a review be conducted beginning in December to evaluate the progress made towards the attainment of the listed goals and objectives during the preceding year.
  - 2.2 A report with updates, changes, additions and deletions will be produced on an annual basis in March and made available on SharePoint. (CALEA 15.2.1)

## **IV Attachments**

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<sup>3</sup> Section 2 heading revised, capitalized for consistency, per Policy Change Order 17-050.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 04/04/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.1</b>
<b>Accreditation Index:</b> 1.1.2, 1.2.9, 1.3.8, 12.1.3, 12.2.1, 26.1.1			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Code of Conduct

### I Policy

The Springfield Police Department sets standards of conduct for employees to follow ensuring credibility for themselves, the Department and the City of Springfield. In addition to complying with the law, employees shall comply with the letter and the spirit of the Law Enforcement Code of Ethics, the Springfield Police Department Vision and Values statement as well as the Rules of Conduct.

### II Definitions

**Chain of Command** – Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

**Employees or Members** – All personnel performing duties for the Department. This includes both paid employees and volunteer workers.

### III Procedure

- 1 Springfield Police Officers shall regularly commit to and uphold the Law Enforcement Oath of Honor:



## SOG 103.1

Code of Conduct

Effective Date: 04/20/2018

### LAW ENFORCEMENT OATH OF HONOR

**HONOR** means that one's word is given as a guarantee.

**BETRAY** is defined as breaking faith with the public trust.

**BADGE** is the symbol of your office.

**INTEGRITY** is being the same person in both private and public life.

**CHARACTER** means the qualities that distinguish an individual.

**PUBLIC TRUST** is a charge of duty imposed by faith toward those you serve.

**COURAGE** is having the strength to withstand unethical pressure, fear, or danger.

**ACCOUNTABILITY** means that you are answerable and responsible to your oath of office.

**COMMUNITY** is the jurisdiction and citizens served.

On my **honor**,  
I will never **betray** my **badge**,  
My **integrity**, my **character**, or the **public trust**.  
I will always have  
The **courage** to hold myself  
And others **accountable** for our actions.  
I will always uphold the constitution, **my community**, and the agency I serve.

- 1.1 Officers may be called upon to execute written pledges to commit to the Oath of Honor;
  - 1.2 When officers are called upon to publicly recite and declare the Oath of Honor; they shall do so professionally.
  - 1.3 Academy recruits shall initial and sign a witnessed Pledge of Honor declaring commitment to the Law Enforcement Oath of Honor, Law Enforcement Code of Ethics, City of Springfield Merit Rules, and Springfield Police Vision and Values Statement.
- 2 The LAW ENFORCEMENT CODE OF ETHICS shall be the basis for governing the behavior of all Springfield Police Officers and is hereby adopted as follows: <sup>1</sup> (CALEA 1.1.2)

*As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.*

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<sup>1</sup> Section 2 revised, subsection added pertaining to non-sworn employees, per Policy Change Order 18-010.

## SOG 103.1

### Code of Conduct

Effective Date: 04/20/2018

*I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret, unless revelation is necessary in the performance of my duty.*

*I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.*

*I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.*

*I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.*

*I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement.*

2.1 All non-sworn personnel shall also abide by the Law Enforcement Code of Ethics, as applicable.

## 3 ORGANIZATIONAL VALUES AND VISION (CALEA 12.2.1)

3.1 The members of the Springfield Police Department also adhere to a set of specific values they share with the community. In addition to the Code of Ethics, these values guide us in our conduct and delivery of services.

### 3.2 VISION STATEMENT

3.2.1 “As members of the Springfield Police Department, we are committed to providing **quality service** to our community through **personal integrity, fairness, open communication** and a **helpful attitude**.”

### 3.3 ORGANIZATIONAL VALUES

3.3.1 Quality Service - We will provide quality, professional service to our community by:

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

- 3.3.1(a) Enforcing the law;
  - 3.3.1(b) Preventing crime, thereby improving the quality of life;
  - 3.3.1(c) Responding promptly to calls for service and other public needs;
  - 3.3.1(d) Conducting thorough investigations;
  - 3.3.1(e) Providing state of the art training and continuing education programs;
  - 3.3.1(f) Leading by example.
  - 3.3.2 Integrity
    - 3.3.2(a) Having sound moral principles that earn the trust, respect, and confidence of the community and each other through:
      - 3.3.2(a.1) Being honest, and demanding the same from each other;
      - 3.3.2(a.2) Living by the rules we enforce.
  - 3.3.3 Fairness - To provide equal treatment of all persons without prejudice or bias by:
    - 3.3.3(a) Treating all persons with dignity and respect;
    - 3.3.3(b) Expressing compassion in our attitudes and in our communication;
    - 3.3.3(c) Ensuring consistency in decision making without favoritism.
  - 3.3.4 Communication - Sharing information and knowledge with the community, other agencies, and within our department as allowed by law through:
    - 3.3.4(a) Actively listening to all concerned;
    - 3.3.4(b) Keeping crime victims informed about their cases and where to go for additional help;
    - 3.3.4(c) Educating the community about crime risks and prevention;
    - 3.3.4(d) Informing the community about the inner workings of our department;
    - 3.3.4(e) Encouraging the open exchange of ideas and information.
  - 3.3.5 Helpful Attitude - A helpful attitude is fundamental to earning the respect and confidence of the community. We will accomplish this by:
    - 3.3.5(a) Treating people's problems as important;
    - 3.3.5(b) Being polite and courteous;
    - 3.3.5(c) Showing empathy and concern for the needs of others;
    - 3.3.5(d) Showing pride in our profession tempered by humility.
- 4 RULES OF CONDUCT - While not all inclusive, the specific following rules shall govern the conduct of all Police Department employees, unless otherwise stipulated.
- 4.1 GENERAL RULES
- 4.1.1 All members of the Department shall be familiar with and adhere to the policies and procedures of the Department and Rules and Regulations of the City.
  - 4.1.2 Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees will perform their

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

4.1.2(a) Unsatisfactory performance may be demonstrated by:

- 4.1.2(a.1) A lack of knowledge of the application of laws required to be enforced;
- 4.1.2(a.2) An unwillingness or inability to perform assigned tasks;
- 4.1.2(a.3) The failure to conform to work standards established for the employee's rank, grade, or position;
- 4.1.2(a.4) The failure to take appropriate action on the occasion of a crime disorder, or other condition deserving police attention; or
- 4.1.2(a.5) Absence without leave.

4.1.2(b) In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance:

- 4.1.2(b.1) A failing evaluation; or
- 4.1.2(b.2) A written record of repeated infractions of rules, regulations, directives or orders of the Department.

4.1.3 Conduct unbecoming police employees, which shall include any act or conduct not specifically mentioned in these regulations which brings the Department into disrepute or reflects discredit upon the individual as a police employee, based on accepted standards of behavior. Conduct unbecoming includes, but is not limited to:

- 4.1.3(a) intoxication in public places,
- 4.1.3(b) commission of unlawful acts, or
- 4.1.3(c) willful false public criticism of the Department or any member.

4.1.4 All employees shall be courteous to the public and shall avoid displaying an overbearing attitude or showing disrespect. Employees shall be tactful in the performance of their duties, and shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in furtherance of argumentative discussions, even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, violent, profane, or insolent language or gestures and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, or personal characteristics.

4.1.4(a) While performing duties, officers shall assess the situation in a neutral, objective manner but shall refrain from exhibiting an attitude of disinterest or that the incident is petty or insignificant.

4.1.4(b) Employees shall answer questions from the public courteously and civilly, giving their name and department serial number to any person upon request except when such action may jeopardize a successful police assignment.

4.1.5 Police department employees shall speak the truth concerning police matters. In cases where the employee is not authorized by regulations of the Department to

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

divulge facts within their knowledge, the employee will decline to comment.

- 4.1.6 An employee shall be attentive and alert at all time while on duty and shall devote their entire duty time and energy to the services of the Department.
- 4.1.7 Employees shall cooperate fully with any personnel or internal investigation provided such cooperation is not a violation of law or the employees' Constitutional rights.
- 4.1.8 Employees shall report any employee of the Department engaged in any type of criminal behavior or inducing another employee to commit an unlawful act or violation of a stated regulation.
- 4.1.9 Employees shall not sell tickets or solicit, outside the department, any form of donation or contribution while on duty or in uniform or while representing themselves as Springfield Police Department employees without approval from the Chief of Police.
- 4.1.10 Employees shall report for duty promptly and be fully prepared at the start time for their shift or assignment, or at the time designated by their immediate supervisor.
  - 4.1.10(a) Any employee that is going to be absent for their shift or assignment, or late arriving, and does not have prior authorization, shall notify their supervisor at least 30 minutes prior to the start time, unless an emergency prevents such notification. In an emergency, the employee shall make such notification as soon as possible.
  - 4.1.10(b) Supervisors have the authority to require their employees to notify them of being late or absent more than 30 minutes in advance of the start time, based on an operational need.
- 4.1.11 Employees shall not be careless, negligent, or unsafe in their use of Department property or vehicles, which unnecessarily jeopardizes the safety of themselves, fellow employees, or the safe use of police equipment. (Merit Rule 12 – Separation and Disciplinary Actions)
- 4.1.12 Employees shall not intentionally violate the Chain of Command within the Department without appropriate justification.
- 4.1.13 Employees may suspend patrol or other assigned activity, subject to immediate call, for the purpose of having meals or breaks during their tours of duty, but only for such period of time, and at such time and place, as established by department procedures.
- 4.1.14 Employees shall use leave or sick time in accordance with Merit Rule 20 – Holidays and Merit Rule 21 – Leaves of Absence.
- 4.1.15 Employees shall not conduct private business that would create a conflict of interest or interfere with the proper performance of their duties.
- 4.1.16 Employees shall not destroy, deface or remove any official written notice posted within the Department nor shall they post or cause to be posted any unauthorized material.

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

- 4.1.17 Department employees shall not accept a law enforcement commission from another agency or jurisdiction without approval from the Chief of Police.
- 4.1.18 Employees shall not terminate their tour of duty or any assignment unless properly relieved or dismissed by an appropriate supervisory authority.
- 4.1.19 Employees shall not leave the City limits while on duty except in the performance of official duty or approval by their immediate supervisor.
- 4.1.20 Employees shall not remove from Police Headquarters any departmental equipment, evidence, contraband or property which has been found, on loan, or is being held for safekeeping without prior approval from their supervisors or a court order.
  - 4.1.20(a) Exception: Equipment which has been issued or assigned to the employee.
- 4.1.21 Employees shall not make purchases or authorize repairs for the Department without first obtaining permission or instructions to do so from a supervisor.
- 4.1.22 Employees shall not use their private vehicles or equipment for official purposes unless directed or authorized to do so.
- 4.1.23 Employees shall not be insubordinate toward supervisors and all employees shall treat each other with respect.
- 4.2 Orders (CALEA 12.1.3)
  - 4.2.1 Every employee of the Department is required to obey and promptly execute all lawful orders from a superior, including any order relayed from a superior by an employee of same or lesser rank.
  - 4.2.2 An employee receiving an order that is in conflict with a previous order shall notify the supervisor issuing the conflicting order. Responsibility for disobedience to the first order then shifts to the supervisor issuing the second and conflicting order.
- 4.3 Appearance
  - 4.3.1 Every employee of the Department, while on duty, must report at all times neat and clean in appearance. Clothing shall be clean and neatly pressed. The clothing worn must conform to Department standards as defined in SOG 304.6 – Police Uniforms and Appearance Regulations.
  - 4.3.2 Employees shall wear the regulation police uniform only with duty- related activities unless approved by the Chief of Police.
  - 4.3.3 Body piercing is prohibited.
- 4.4 Police Actions in Personal Affairs
  - 4.4.1 Off-duty employees are discouraged from making arrests or engaging in police actions within their families, neighborhoods, or personal affairs, except when lawfully protecting property, using measures of self-defense or in the immediate defense of others.
  - 4.4.2 On-duty employees, when becoming involved in police situations with relatives or persons, with whom they have a close personal relationship, should request

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

that another employee handle the situation.

- 4.4.3 Off-duty employees should refrain from becoming directly involved in police situations except when such involvement would likely prevent injury to themselves or others.

#### **4.5 Integrity - Abuse of Authority**

- 4.5.1 Springfield police officers shall never choose to conduct a traffic stop or other enforcement contact based solely on the racial, gender, or socioeconomic characteristics of the driver or subject. (CALEA 1.2.9(a)) <sup>2</sup>
- 4.5.2 Use of racial profiling or enforcement techniques is prohibited. Officers may use behavioral or vehicle descriptors as elements in a profile but the use of ethnicity, gender, or socioeconomic status of the occupant/subjects are forbidden and will not be tolerated. (CALEA 1.2.9(a)) <sup>3</sup>
  - 4.5.2(a) Where race, gender, or socioeconomic status are presented as essential components of a physical description provided by a witness during the investigation of a crime(s), their use and justification for further investigation are necessary and approved.
  - 4.5.2(b) Officers shall impartially enforce the law applying it fairly to all persons regardless of racial characteristics, gender or socioeconomic status.
- 4.5.3 Officers shall not make any arrest, search, or seizure, which they know or should know, is not in accordance with law and departmental procedures.
- 4.5.4 Employees shall not accept or solicit any compensation, reward, gift, discount or gratuity, which is provided as a result of their status as a Department employee.
- 4.5.5 Employees shall not knowingly make false statements or intentionally misrepresent facts.
  - 4.5.5(a) Exception: Officers may employ false statements or misrepresentation as an investigative tool or interrogative technique; however, these actions will always be judged by legal, ethical, and administrative guidelines.
- 4.5.6 Officers may, while in the performance of duty, be required to misrepresent their identity or purpose in order to perform investigations.
- 4.5.7 Employees shall not affiliate with any organization whose constitution or charge would create a conflict of interest or interfere with the proper performance of their duties.
  - 4.5.7(a) Exception: Undercover officers may, while in the performance of their duties, be required to affiliate with such organizations in order to perform investigations.
- 4.5.8 Employees shall not furnish, recommend or suggest any attorney, counsel, bondsman or service to any member of the public while in the official course of their duties.

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<sup>2</sup> Section 4.5.1 revised, CALEA Standard reference updated, per Policy Change Order 18-010.

<sup>3</sup> Section 4.5.2 revised, CALEA Standard reference updated, per Policy Change Order 18-010.

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

- 4.5.9 Harassment, ridicule, or retaliation in any form against a complainant, employee or any witness for complaining or otherwise offering evidence in an Internal Affairs or criminal investigation involving Police Department employee(s) is strictly prohibited and may result in severe disciplinary action.
- 4.5.9(a) Any attempt by an employee to pressure or influence a complainant/witness to offer untruthful statements or alter the nature of evidence offered in an internal administrative or criminal investigation shall be deemed official misconduct as provided above.
- 4.5.10 Political Activity by Police Employees
  - 4.5.10(a) This section supplements and does not replace Merit Rule 2 – General Provisions or other city ordinance impacting political activity by city employees. Police Department employees are strongly encouraged to consult the Law Department prior to engaging in political activity.
  - 4.5.10(b) Employees shall not use their official position with the Department for political purposes or to endorse political candidates.
- 4.5.11 Employees shall not use the prestige or influence of their official position; or time, facilities, equipment or supplies of the Department for their private gain or advantage of another.
- 4.5.12 Employees shall not attempt to bring influence to bear upon the Chief of Police, superior officer or elected official for the purpose of promotion, assignment or to avoid corrective action.
- 4.5.13 Employees shall not withhold any information concerning criminal activity.
- 4.5.14 Employees shall not make malicious, harassing or frivolous complaints against fellow members of the Department.
- 4.5.15 Employees shall not intentionally violate any Federal or State law or City ordinance.
- 4.5.16 Employees shall not feign illness, avoid responsibility, or intentionally fail to perform their duties.
- 4.5.17 Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employees.
- 4.5.18 Employees shall not maliciously threaten, strike or assault any other member of the Department nor aid, abet, or incite any altercation between members of the Department.
- 4.5.19 Employees shall not intentionally expose the identities of undercover officers or the existence of investigative operations.
- 4.6 Alcohol, Intoxicating Liquor, Drugs and Tobacco Use (Merit Rule 26 – Substance Abuse Policy). Department employees shall not:



## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

- 4.6.1 Possess or use any controlled substance while on or off duty, except with the approval and guidance of a licensed physician or in the actual performance of duty.
- 4.6.2 Report for duty under the influence of illegal drugs to any degree or under the influence of any other drug that may cause impairment of the ability to perform their duties.
- 4.6.3 Consume or possess alcoholic beverages of any kind while on duty except in the actual performance of duty.
- 4.6.4 Be under the influence of alcohol, be unfit for duty due to the use of alcohol or have the odor of alcoholic beverages on their breath when reporting for or on duty.
- 4.6.5 While off duty, consume alcoholic beverages to the extent their behavior would bring discredit upon themselves or the Department.
- 4.6.6 While off duty, consume alcoholic beverage to the extent that they are unfit to report for their next regular tour of duty.
- 4.6.7 On-Duty Use of Tobacco Products
  - 4.6.7(a) Use of tobacco products in any form by city employees within the Government Plaza complex is prohibited by City Manager's Administrative Memorandum 22, Tobacco Use Policy.
  - 4.6.7(b) Tobacco use is prohibited inside any Police Department facility. The supervisor(s) of these locations may designate appropriate exterior tobacco use areas with respect for concerns regarding Police Department image.
    - 4.6.7(b.1) Designated exterior tobacco use areas must be at least 25 feet away from the building.
  - 4.6.7(c) Tobacco use is prohibited when in personal contact with citizens in the performance of duties. Employees shall observe *and comply* with tobacco use policies of businesses and organizations when in the performance of duty or when in uniform.
  - 4.6.7(d) Tobacco use is prohibited within the perimeter of crime scenes.
  - 4.6.7(e) The use of tobacco products in any form is prohibited in any vehicle owned or leased by the City, except as appropriate during undercover operations only.
- 4.7 Physical Injury and Property Damage Accidents (CALEA 1.3.8)
  - 4.7.1 While working in an official capacity or operating a city-owned vehicle, all employees shall promptly notify their immediate supervisor of any incident which results in a serious physical injury or death of an individual, personal injury of an employee, or damage to or involving any city-owned vehicle, equipment, or property.
  - 4.7.2 Employees who become involved in such incidents shall make no public statement as to nature of the incident or responsibility and shall not advise other

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

parties involved in the incident of any liability for damage or injury.

4.7.3 An administrative review of the incident shall be conducted at the direction of the Chief of Police. (CALEA 1.3.8)

4.7.3(a) Employees shall promptly provide their supervisors with necessary information pertaining to the incident.

4.7.3(b) Employees involved in any incident which results in a serious physical injury or death shall be removed from operational assignment or placed on administrative leave at the discretion of the Chief of Police.

#### **4.8 Address and telephone**

4.8.1 Upon employment, each member of the Police Department is required to provide their correct address and telephone number.

4.8.1(a) Where an exact street address exists, that address must be supplied.

4.8.1(b) If an address consists of a route or box number, directions to the employee's residence must be on file in the office of the Chief of Police.

4.8.1(c) The employee's telephone number may be unlisted in the telephone directory, but must be made available to the Department.

4.8.2 Employees who change their residence or telephone must notify their supervisor, in writing, within twenty-four hours after the change.

4.8.2(a) The employee must complete a CAD/RMS Personnel Action Form (SPD Form # 98-AD-0296) and submit it to the Police Services Administrator, via the employee's supervisor, no later than the next scheduled work day of the employee.

4.8.3 Employees shall not knowingly use the Police Department as an address for private or personal correspondence.

#### **4.9 Prisoners**

4.9.1 No member of the Department may release any prisoner without proper authority or allow any prisoner in their charge to escape, whether through neglect or design.

4.9.2 When a person is found unconscious or their condition is unexplainable, members shall contact the appropriate physician or take that person to the appropriate medical facility for examination.

4.9.3 When lawfully arresting a person, the initiating officer shall ensure that an appropriate and thorough search of that person is completed, seizing all weapons and pertinent evidence.

4.9.4 Employees shall be responsible for the safe custody, fair humane treatment, and expeditious transport to the appropriate facility of all prisoners within their custody.

4.9.5 Employees shall be responsible for the safeguarding and proper custody of all personal property a prisoner may have in their possession or under their control at the time of arrest or detention.

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

4.9.6 Female prisoners shall be transported in a separated area of a vehicle which is not occupied at the same time by another prisoner of the opposite sex.

4.9.7 Juveniles shall be transported and detained separately from any other adult prisoner.

#### **4.10 Court Appearances**

4.10.1 Employees shall not give testimony as a character witness for any defendant in a criminal trial without knowledge of the Chief of Police.

4.10.2 Each employee shall diligently prepare for criminal cases subject to a court proceeding. All employees concerned in criminal cases before a court are to be punctual and report at the designated place and time honoring a witness subpoena.

4.10.3 Employees shall report in proper uniform when their assignment requires the wearing of the uniform. Off-duty employees may wear appropriate business attire.

4.10.3(a) When appearing in a civil matter unrelated to their official duties employees are prohibited from wearing a uniform.

4.10.4 Police department employees shall not appear as witnesses in civil matters arising from situations encountered in performance of their duties without being subpoenaed by legal process.

4.10.5 Employees shall be attentive and courteous toward the court, prosecutor, defense counsel, and other witnesses and testify with a courteous, clear, audible voice, providing accurate facts before the court as requested.

4.10.6 Employees shall report to the Chief of Police via the Chain of Command any summons to appear before any officer of the court, regarding any matter in which they or any member of the Department may become a defendant.

#### **4.11 Department Information**

4.11.1 Employees shall treat the official business of the Department as confidential.

4.11.2 Information regarding official business shall be disseminated only to those for whom it is intended.

4.11.3 Documents labeled CONFIDENTIAL or FOR LAW ENFORCEMENT USE ONLY shall not be disseminated to non-law enforcement personnel without approval from the Bureau Commander.

4.11.4 Crime Information Bulletins and other intelligence information shall ONLY be copied and disseminated by the Crime Analysis Unit.

#### **4.12 Electronic Recording**

4.12.1 Employees of the Police Department are prohibited from surreptitiously recording fellow employees, through the use of any electronic surveillance device or system, including but not limited to the recording of sound or voice or a closed circuit television system, or any combination thereof, unless specifically authorized by the Chief of Police.

## **SOG 103.1**

### **Code of Conduct**

Effective Date: 04/20/2018

- 4.12.2 Any employee wishing to record a conversation or action of other employees shall have the duty to inform those employees that they wish to record the conversation or action, whether for personal reasons or official business. If any employee sought to be recorded objects to being recorded, the employee operating the recording device shall not record the subject employee.
  - 4.12.3 This policy applies to any type of electronic recording, video or audio, or still photo, whether in person or on a phone or radio.
  - 4.12.4 The provisions of this section shall not apply to an investigator, acting under the authority of the Chief or designee, who is engaged in the investigation of law or policy violation; nor shall it apply to devices generally related to the safety and security of police department facilities, such as perimeter and building security surveillance systems, or the Mobile Video System when used as per SOG 413.4 – Mobile Video Systems.
  - 4.12.5 This provision of this section shall also not apply to a police department employee who, while using an electronic surveillance device or recording device to record citizen contacts while on duty, during such citizen contact, incidentally records a fellow employee. However, the Police Department employee using such devices shall take such actions as necessary to avoid or minimize such recording of fellow employees, shall inform any fellow employee recorded by them in the course of such a citizen contact, and shall comply with these provisions in their contact with fellow employees.
- 4.13 Social Networking
- 4.13.1 Any employee posting information on social networking websites, blogs, public comment sections, or any other electronic media should be aware that their actions will be governed by the Standard Operating Guidelines contained in this manual as well as the City of Springfield Merit Rules if the employee identifies themselves, or they can be identified as an employee of the Springfield Police Department as a result of the posting. In addition, it should be made clear that the views expressed are those of the individual and not those of the Springfield Police Department.
  - 4.13.2 The posting of any inflammatory, derogatory, ethnically motivated, or confidential information is prohibited.
  - 4.13.3 Postings shall not include any inappropriate or unauthorized information regarding the Springfield Police Department, its employees, or its relationship with the community.
  - 4.13.4 Employees should not post information regarding on-duty or off-duty activities that might bring their reputation or the reputation of the Springfield Police Department into question.
  - 4.13.5 Employees shall not use department computers or equipment to access social networking sites, except in the performance of an authorized duty, and limited to those computers or equipment identified for such use.
  - 4.13.6 If an internal investigation of inappropriate posting of information is initiated,

**SOG 103.1**

Code of Conduct

Effective Date: 04/20/2018

employees shall be required to allow access to their social networking sites in cooperation with the investigation.

**5 DISCIPLINARY ACTION**

- 5.1 An employee of the department who violates a regulation or provision of Department policy, City Merit Rules, or upon conviction in a court of law having criminal jurisdiction; shall be subject to administrative disciplinary action imposed by proper authority under provisions of the Merit Rules of the City of Springfield and SOG 103.8 – Administration of Discipline.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 03/31/2010	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.2</b>
<b>Accreditation Index:</b> 1.2.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Protection of Civil Rights<sup>1</sup>

### I Policy

It is the policy of the Springfield Police Department to require employees to recognize and comply with those rights granted to individuals by the United States Constitution, all applicable statutes and ordinances, and those case decisions which impact the department.

### II Definitions

### III Procedure

#### 1 DUTY TO BE INFORMED

- 1.1 Employees should become familiar with laws, issues and court decisions affecting civil rights and shall comply with subsequent requirements.
- 1.2 Training Unit.
  - 1.2.1 The supervisor of the Training Unit shall provide department personnel with Training bulletins designed to inform employees of new provisions affecting their ability to comply with constitutional rights. This shall be done as soon as possible after details of the law or case decision are received.
  - 1.2.2 References are to be available in the training unit library for study and review.
- 1.3 Supervisors shall be alert for violations of civil rights and take appropriate action.

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<sup>1</sup> Policy reissued under Chief Williams command, no changes made to content, per Policy Change Order 14-080, Effective Date 10/15/2014.

## **SOG 103.2**

### **Protection of Civil Rights**

Effective Date: 10/15/2014

## **2 RIGHTS GRANTED BY THE CONSTITUTION AND FEDERAL LAW**

- 2.1 The U.S. Constitution and civil rights acts guarantee numerous freedoms, rights and privileges. The list below does not attempt to be exhaustive or detailed. Further, the judiciary has granted limited restrictions upon these rights in certain specific circumstances.
- 2.2 The first ten amendments of the U.S. Constitution are what are referred to as the "Bill of Rights". These amendments form the foundation to all subsequent laws and case decisions impacting on civil rights.
  - 2.2.1 First Amendment Rights:
    - 2.2.1(a) Freedom of Religion;
    - 2.2.1(b) Freedom of Speech;
    - 2.2.1(c) Freedom of the Press;
    - 2.2.1(d) Freedom of Assembly;
    - 2.2.1(e) Freedom of Association.
  - 2.2.2 Fourth Amendment Right:
    - 2.2.2(a) Freedom from illegal searches and seizures without warrant or probable cause;
    - 2.2.2(b) Freedom from Illegal Seizure of Person (Arrest);
    - 2.2.2(c) Freedom from unnecessary force when arrested.
  - 2.2.3 Fifth Amendment:
    - 2.2.3(a) Right to Due Process;
    - 2.2.3(b) Privilege against self-incrimination;
    - 2.2.3(c) Freedom from coercion to secure a confession.
  - 2.2.4 Sixth Amendment:
    - 2.2.4(a) Right to be informed of the reason for arrest;
    - 2.2.4(b) Right to Access and consult with an attorney; (CALEA 1.2.3 – 5<sup>th</sup> Edition)
    - 2.2.4(c) Right to be brought promptly before a magistrate;
    - 2.2.4(d) Right to a fair trial.
  - 2.2.5 Eighth Amendment:
    - 2.2.5(a) Right to bail;
    - 2.2.5(b) Freedom from cruel and unusual punishment.
  - 2.2.6 While not specifically defined or mentioned in the Bill of Rights the following have been defined by the court as rights:
    - 2.2.6(a) Freedom from assault and bodily injury;
    - 2.2.6(b) Freedom from malicious prosecution;
    - 2.2.6(c) Freedom from false imprisonment;

## **SOG 103.2**

### **Protection of Civil Rights**

Effective Date: 10/15/2014

- 2.2.6(d) Right to equal protection under the law. (Civil Rights Acts).
- 2.2.7 Prisoner's rights:
  - 2.2.7(a) Right to medical care while in confinement;
  - 2.2.7(b) Right of access to the courts;
  - 2.2.7(c) Right to be free from discrimination due to religion;
  - 2.2.7(d) Right to be free from physical violence;
  - 2.2.7(e) Freedom from involuntary servitude;
  - 2.2.7(f) Right to privacy.

## **IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 07/01/2015	<b>Supersedes Policy Dated:</b> 05/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.3</b>
<b>Accreditation Index:</b> 1.2.9, 33.1.5, 33.5.1 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Bias Based Policing

### I Policy<sup>1</sup>

All investigative detentions, traffic stops, arrests, searches, and seizures of property by officers will be based upon a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the U.S. Constitution and statutory authority. Officers must be able to articulate specific facts, circumstances, and conclusions which support probable cause or reasonable suspicion for an arrest, traffic stop, or investigative detention.

In making routine or spontaneous law enforcement decisions officers may not use race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity to any degree, except that officers may rely on the listed characteristics in a specific suspect description. In conducting all activities other than routine or spontaneous law enforcement activities, officers may consider race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity only to the extent that there is trustworthy information, relevant to the locality or time frame, that links persons possessing a particular listed characteristic to an identified criminal incident, scheme, or organization.

Springfield Police Department employees shall evaluate their activities and those of subordinates within their control for disparate or unequal treatment and shall appropriately intervene to prevent recurrence.

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<sup>1</sup> Policy statement revised to include language from 2014 DOJ Guidance statement, per PCO 15-020.

## **SOG 103.3**

### **Bias Based Policing**

Effective Date: 07/01/2015

## **II Definitions**

**Bias Based policing-** any police initiated action including stops, detentions, enforcement, arrest, or search or seizure of assets that relies on any characteristic other than the behavior, conduct, unlawful act or omission of that individual or information that leads the police to a particular individual.

**Articulable suspicion-** More than a mere hunch. Based upon a set of articulable facts and circumstances that would warrant a person of average caution to believe that an offense has been committed, is being committed, or is about to be committed by a specific person.

## **III Procedure**

### **1 GENERALLY (Refer also to SOG 405.9, Stopping and Approaching Traffic Violators)**

- 1.1 In the absence of a specific report; racial, ethnic, sexual preference, socioeconomic, age, gender, cultural, or religious characteristics of an individual shall not be a factor in the decision to stop, detain or arrest an individual. (CALEA 1.2.9(a) - 5<sup>th</sup> Edition)
- 1.2 In the absence of a specific report, such characteristics shall not be considered as factors constituting reasonable or articulable suspicion that an offense has been committed so as to justify the detention of an individual, or the investigative stop of a motor vehicle. (CALEA 1.2.9(a) - 5<sup>th</sup> Edition)
- 1.3 Officers may take into account the reported racial, ethnic, sexual preference, socioeconomic, age, gender, cultural, and/or religious characteristics of an individual based on credible information that links a person of those specific characteristics to a particular criminal incident or to a specific series of crimes.

### **2 TRAFFIC /PEDESTRIAN STOPS**

- 2.1 Reason for stop/Nature of violation
  - 2.1.1 Traffic crashes are a leading cause of death, injury, and property damage. Citizens in this community have consistently cited traffic safety as a concern.
    - 2.1.1(a) Active, visible traffic enforcement sends a strong deterrent message that reduces the incidence of aggressive driving and road rage and it suppresses crime.
    - 2.1.1(b) Wanted criminals, drug traffickers and persons who have or may be about to commit a crime are often apprehended following a stop for a traffic violation.
  - 2.1.2 The U.S. Constitution guarantees “equal protection under the law” and the Bill of Rights places particular emphasis on the protection of

### **SOG 103.3**

#### **Bias Based Policing**

Effective Date: 07/01/2015

civil liberties. Those who commit infractions of traffic laws must receive equal and fair treatment regardless of race, color, ethnicity or other factors not directly linked to behavior. (CALEA 1.2.9(a) - 5<sup>th</sup> Edition)

2.1.3 Officers may initiate stops strictly based on authorization provided in SOG 101.4 Use of Discretion, SOG 405.2 Uniform Traffic Enforcement Policies, and SOG 405.3 Traffic Enforcement Procedures.

2.1.4 Officers shall release detained individuals as soon as practical.

2.1.5 Officers shall be able to clearly articulate the reason for any stop or detention.

2.1.6 Officers shall not disengage from conducting traffic stops as necessary to discharge their lawful duties of crash prevention and criminal suppression.

#### **2.2 Video Camera**

2.2.1 If the patrol car is equipped with a video camera system, this equipment shall be operated in accordance with established procedures including:

2.2.1(a) Circumstance and method by which the camera is to be activated and deactivated;

2.2.1(b) Time periods for retention of recordings;

2.2.1(c) Procedures for supervisory review of recordings.

#### **2.3 The Decision to Warn, Summons, or Arrest**

2.3.1 Officers shall decide to warn, summons, or arrest based upon the severity of the offense and direction provided in SOG 101.4 Use of Discretion, SOG 405.2 Uniform Traffic Enforcement Policies, and SOG 405.3 Traffic Enforcement Procedures.

2.3.2 Officers shall never decide to issue a warning, issue a summons or effect an arrest based upon any characteristic other than the behavior, conduct, unlawful act or omission of that individual.

#### **2.4 Searches**

2.4.1 Officers shall conduct all searches in accordance with constitutional standards.

2.4.2 Officers shall search incident to all arrests and conduct inventories in all appropriate cases.

2.4.3 Officers shall initiate a search based only upon information relevant to any fact pattern, condition, behavior, or conduct relevant to an unlawful act or omission of the individual.

#### **2.5 Reporting Traffic Stops**

### **SOG 103.3**

#### **Bias Based Policing**

Effective Date: 07/01/2015

- 2.5.1 Officers shall report all traffic stops, whether based upon an observed violation, probable cause or reasonable suspicion, as required by law and procedures utilizing the Vehicle Stop Racial Profiling Report located in the RMS, which is consistent with Missouri State Attorney General's Instructions. The report should be completed after each stop, but no later than the end of the work shift.
- 2.6 Supervisory Responsibility (CALEA 1.2.9(c) - 5<sup>th</sup> Edition)
  - 2.6.1 Supervisors shall familiarize themselves with this policy and take appropriate action whenever it appears that it is being violated. They shall pay particular attention to any indication of inappropriate or illegal discriminatory treatment.
  - 2.6.2 Supervisors shall ensure officers continue to enforce laws, avoid disengagement and properly complete all traffic stop data records.
  - 2.6.3 Supervisors shall ensure that all personnel in their command are familiar with the content of this policy and are in compliance with it.
  - 2.6.4 Complaints by drivers of racial profiling or other bias based policing activity shall be processed in the same manner as provided in SOG 103.10, Disciplinary Investigation Process.
- 2.7 Traffic Stop Data Management and Reporting
  - 2.7.1 The Research and Development Unit is charged with the responsibility to compile, tabulate, analyze and report on Traffic Stop data.
  - 2.7.2 The Research and Development Unit shall regularly review data to ensure accuracy, integrity, and reliability.
  - 2.7.3 The Research and Development Unit shall prepare a quarterly tabulation of all data required to be reported to the Office of the Attorney General. This report shall be sent to the Chief and Bureau Commanders.
  - 2.7.4 The criteria for entry and tabulation of the data shall be the Instructions for Reporting Traffic Stop Data to the Attorney General's Office.
  - 2.7.5 The Research and Development Unit shall prepare and submit an Annual Report on Traffic Stops (for the previous year) utilizing the AG approved reporting format to the Office of Attorney General prior to March 1 of each calendar year.
- 3 FIELD CONTACTS/DETENTIONS (CALEA 1.2.9(a) - 5<sup>th</sup> Edition)
  - 3.1 Field contacts and recording of information shall be conducted pursuant to the provisions of SOG 401.1, Field Interviews.
  - 3.2 Decision to contact or question

## **SOG 103.3**

### **Bias Based Policing**

Effective Date: 07/01/2015

- 3.2.1 The decision to detain a person pursuant to a traffic or criminal stop shall be based upon clearly articulable reasonable suspicion.

#### **4 ASSET SEIZURE AND FORFEITURE (CALEA 1.2.9(a) - 5<sup>th</sup> Edition)**

- 4.1 No officer shall initiate a Criminal Activity Forfeiture Act (CAFA) or any other seizure of assets pursuant to any bias related police action.
- 4.2 Asset seizure efforts shall NOT be initiated based upon any characteristic other than the behavior, conduct, and unlawful act or omission behavior of that property owner and the legality of the seizure.

#### **5 TRAINING CURRICULUM (CALEA 1.2.9(b) and CALEA 33.5.1 - 5<sup>th</sup> Edition)**

- 5.1 Beginning in 2013 the Training Section shall conduct triennial training of personnel to include bias based profiling issues, legal aspects of bias based profiling, traffic stops, and other related objectives as required by the Missouri Peace Officers Standards and Training Commission.

#### **6 CORRECTIVE MEASURES (CALEA 1.2.9(c) - 5<sup>th</sup> Edition)**

- 6.1 The Springfield Police Department, utilizing sound statistical methodology and a rational evaluation of local demographic conditions shall determine the statistical population benchmark for identifying disparate performance on traffic stops by officers and shall direct the Research and Development Unit to conduct analysis against that benchmark.
- 6.2 In the event reported data suggests disparity in police actions, the Chief of Police shall order an investigation to determine if evidence of biased policing exists. The conduct and findings of the investigation shall be documented.
- 6.3 If bias based profiling occurs, corrective action may include supervisory counseling, remedial training, or disciplinary action. (CALEA 33.1.5 - 5<sup>th</sup> Edition)
- 6.4 If it is determined that disciplinary action is necessary, administrative investigation and action shall be in accordance with SOG 103.10, Disciplinary Investigation Process and SOG 103.8, Administration of Discipline.

#### **7 ANNUAL ADMINISTRATIVE REVIEW (CALEA 1.2.9(d) - 5<sup>th</sup> Edition)**

- 7.1 The Chief of Police shall meet with members of command staff and conduct a documented annual review of police practices related to bias based profiling in traffic stops and field contacts prior to April 1 of each year.<sup>2</sup>
- 7.2 The review shall include the following information:<sup>3</sup>

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<sup>2</sup> Section 7.1 revised, sentence reworded, per Policy Change Order 15-020.

<sup>3</sup> Section 7.2 revised, punctuation between bulleted list items changed, per Policy Change Order 15-020.

### **SOG 103.3**

#### **Bias Based Policing**

Effective Date: 07/01/2015

- 7.2.1 Data from the annual report on traffic stops prepared by the Research and Development Unit;
- 7.2.2 A review of any citizen concerns as transmitted by the Police Civilian Review Board, the Inspections and Internal Affairs Unit, the annual Citizens' Satisfaction survey instrument and/or the Community Services Section;
- 7.2.3 Information on citizen concerns related to biased based issues, during the previous calendar year, provided by the Community Services Section;
- 7.2.4 A review of data related to field contacts; <sup>4</sup>
- 7.2.5 Asset forfeiture information, by race of suspect, for the previous calendar year, as provided by the Special Investigations Section.

#### **IV Attachments**

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<sup>4</sup> Section 7.2.4 added, subsequent section renumbered, per Policy Change Order 15-020.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 04/04/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.5</b>
<b>Accreditation Index:</b> 1.3.1, 1.3.2, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.12, 1.3.13, 41.2.3, 41.2.4, 70.1.7			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Resistance Response

### I Policy

This policy is to establish and regulate the decision to respond to resistance, to regulate the manner in which responses are used, and to establish procedures for reporting the response to resistance.

This order is for internal use only and is not intended to enlarge the employee's civil or criminal liability in any way. This order shall not be construed as the creation of a higher legal standard of safety or care, insofar as the employee's legal duty is imposed by law or discretion authorized by law.

Non-compliance with this order constitutes a violation of an employment duty only, except in such case as any non-compliance may also be a violation of law. Therefore, violations of this Standard Operating Guideline shall only form the basis of corrective action within this Department.

### II Definitions

**Control** - The responses an officer uses to influence or neutralize the unlawful, physical actions of a subject. Generally, there are four times an officer is justified in using physical control methods. They are: to stop potentially dangerous and unlawful behavior; to protect the officer or another from injury or death; to protect subjects from injuring themselves; and in the process of effecting lawful arrest or detention when the subject offers resistance.

**Deadly Force** – Physical force which the actor uses with the purpose of causing or which he knows to create a substantial risk of causing death or serious physical injury. (RSMo 563.011(1)) (CALEA 1.3.2)

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

**Immediate Threat** – A statement or other indication of intention to hurt or injure another that is capable of being carried out without intervening lapse or interval. (CALEA 1.3.2)

**Physical Injury** – Any impairment of physical condition. (CALEA 1.3.2)

**Reasonable Belief** – The facts or circumstances the officer or other employee knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances. (CALEA 1.3.2)

**Resistance** – Behavior by the subject in an attempt to evade an officer's attempts of control. (CALEA 1.3.2)

**Serious Physical Injury** – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body. (RSMo 556.061(44)) (CALEA 1.3.2)

**Violent Felon** – any person who has been identified as participating in the commission or attempt of a murder, manslaughter, forcible rape, forcible sodomy, aggravated assault, kidnapping, or armed robbery.

## **III Procedure**

### **1 RESISTANCE RESPONSE TRAINING**

1.1 No Police Department employee shall be authorized to carry a firearm or other lethal or less lethal weapon until they have (1) been issued a copy of SOG 103.5 – Resistance Response and a copy of SOG 304.5 – Training, Proficiency, and Use of Weapons, and (2) have received instruction in both. Such issuance and instruction shall be documented by the Training Unit. (CALEA 1.3.12) <sup>1</sup>

### **2 DEGREE OF CONTROL (CALEA 1.3.1)**

2.1 Police employees are confronted frequently with varying levels of resistance where, in order to protect the public safety, control must be exercised to effect arrests, overcome physical resistance and neutralize assaults. Control may be achieved through advice, warnings and persuasion, or by the use of physical responses. There are varying degrees of control that may be justified depending on the dynamics of a situation.

### **3 EXCESSIVE FORCE (CALEA 1.3.1)**

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<sup>1</sup> Section 1.1 revised, CALEA standard reference corrected, per Policy Change Order 17-040.



## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

- 3.1 The use of **excessive** force, regardless of the provocation or action of the offender, shall result in certain and severe corrective action and may result in criminal prosecution.

## **4 JUSTIFICATION OF FORCE (CALEA 1.3.1)**

- 4.1 Justification of the use of force in the judicial system is measured by two broad standards. First, the officer's use of control methods was initiated by a subject's resistance. Second, the level of physical response used by the officer was reasonable and not excessive when considering the type of resistance offered by the subject.

## **5 HANDCUFFS AND RESTRAINTS**

- 5.1 The purpose of handcuffs, flexcuffs, the hobble or transport handcuffs is to restrain the movements of a subject.
  - 5.1.1 All subjects taken into custody should be handcuffed behind their back. This is to ensure the safety of the officer or the citizens. The exceptions to this are:
    - 5.1.1(a) When the subject has an injury that does not permit his/her arms to move behind the back;
    - 5.1.1(b) When the subject's age, physical condition, or physical limitations may also indicate a change in this procedure.
- 5.2 Once handcuffs are applied, they shall be double-locked as soon as practical.
- 5.3 The arresting and transporting officers shall check the handcuffs for proper security and proper fit.
- 5.4 All subjects will be handcuffed prior to being searched.
- 5.5 Unless exceptional circumstances exist, officers should not handcuff a subject to a fixed object such as a post, vehicle, building, etc.
- 5.6 A suspect should not be placed on his/her stomach after being handcuffed for any prolonged period of time, especially if the suspect has been involved in a strenuous physical activity as this can lead to positional asphyxia.
- 5.7 If an officer encounters resistance by a suspect under restraint, the officer should utilize appropriate control techniques to prevent injuries to the officer or injuries to others.
- 5.8 Use of the Hobble
  - 5.8.1 Only hobbles approved by the Training Unit may be used by officers. Home-made devices are specifically prohibited.
  - 5.8.2 The hobble may be used as an additional restraint device on the feet or legs of a suspect in cases where continued physical resistance (i.e. kicking, flight, etc) occurs after a suspect is handcuffed.
  - 5.8.3 The hobble shall never be used to "hog tie" a suspect by securing the feet behind them to the hands, arms or handcuffs.

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

- 5.8.4 Additional possible uses include, but are not limited to:
  - 5.8.4(a) Linking several handcuffed suspects together through the arms to prevent flight.
  - 5.8.4(b) Temporary securing of animals.
- 5.8.5 All uses of the hobble shall be documented in a RMS report, to include the reason the hobble was necessary and particularly describing the method in which it was used.

## **6 LEVELS OF RESISTANCE <sup>2</sup>**

- 6.1 An officer's actions in response to resistance will be based upon their perception of the level of resistance.
- 6.2 Psychological Intimidation
  - 6.2.1 Non-verbal actions, often called body language, often influence an officer's decision on how to approach a subject or what level of response to use if a subject starts to resist an arrest. Non-verbal intimidation actions may include clenching of fist, widening of foot stance or a blank expression that may warn an officer of an individual's emotional state. An officer who reads the non-verbal signals and believes physical control is necessary to prevent a subject from injuring him/herself, others, or the officer may initiate action before any overt moves are made by the subject.
- 6.3 Verbal Non-Compliance
  - 6.3.1 Dialogue in the form of threats of physical injury may influence an officer's opinion as to the amount of response needed to effect control. An offender may boast of their fighting skill and/or their intention to injure the officer. The officer's judgment to attempt either empty hand control, impact weapons, or even firearms may be elevated, in part, by resistive dialogue from the offender. An officer's decision of the level of response necessary to control a subject will be based on their perception of the threat and the subject's ability to carry out that threat. An additional factor is the officer's knowledge of their own physical ability to manage the threat presented.
- 6.4 Passive Resistance
  - 6.4.1 Passive Resistance is the lowest level of physical resistance. The subject resists control through passive, physical actions. At this level, the offender never makes any attempt to defeat the physical contact of the officer.
- 6.5 Defensive Resistance
  - 6.5.1 This level of resistance occurs when the offender attempts to push or pull away in a manner that does not allow the officer to establish

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<sup>2</sup> Section 6 revised, minor wording changes, per Policy Change Order 17-040.

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

control. However, the subject never attempts to strike the officer.

#### **6.6 Active Aggression**

6.6.1 Physical actions of assault by the offender (punching, kicking).

#### **6.7 Deadly Force Assaults**

6.7.1 Deadly Force Assaults occur when the subject is assaulting the officer with a weapon, and/or uses techniques or objects that could result in death or serious physical injury to the involved officer(s). At this level, officers may not only face resistance to an arrest, but also overt, physical actions against the officer.

## **7 LEVELS OF CONTROL (CALEA 1.3.4, 1.3.6, and 41.2.3(a)) <sup>3</sup>**

The level of control used will be dependent upon the officer's perception of resistance and danger of that resistance, and whether that resistance is placing the officer or another in jeopardy of serious injury or death. An officer's perception of the danger of the level of resistance will be based upon their past training, experience, and knowledge of physical control techniques. Justification for the level of control must be limited to what reasonably appears to be the facts known or perceived by an employee at the time they decide to use such control. Facts unknown to an employee, no matter how compelling, cannot later be considered in determining whether the use of force response was justified.

<b>Level:</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>
<b>Levels of Resistance:</b>	Psychological Intimidation	Verbal Non-Compliance	Passive Resistance	Defensive Resistance	Active Aggression	Deadly Force Assaults
<b>Levels of Control:</b>	Officer Presence	Verbal Direction	Soft Empty Hand Techniques	Hard Empty Hand Techniques	Intermediate Weapons	Deadly Force
<b>Examples of Control:</b>	Badge Uniform	Advice Warning Persuasion	Physical Control Holds Pain Compliance	Kick Stun Strike VNR <sup>4</sup> OC Spray TASER	Impact Weapons Less Lethal K9	Firearm Vehicle Ramming Roadblock

#### **7.1 Level I - Officer Presence**

7.1.1 Identification of authority (badge, uniform, etc.). The mere presence of an officer will be sufficient to persuade most individuals to follow an officer's direction.

<sup>3</sup> Section 7 revised, CALEA standard added, per Policy Change Order 17-040.

<sup>4</sup> Resistance/control chart revised, vascular neck restraint technique updated, per Policy Change Order 17-040.

## SOG 103.5

### Resistance Response

Effective Date: 09/28/2017

#### 7.2 Level II - Verbal Direction

- 7.2.1 The majority of situations can be resolved by good communication skills or Verbal Direction. Successful communication techniques can prevent many physical confrontations from escalating to higher levels.

#### 7.3 Level III - Soft Empty Hand Control

- 7.3.1 Soft Empty Hand Control techniques have minimal or nonexistent possibility of injury. Generally, these techniques are used to control passive and defensive resistance. Soft Empty Hand Control is authorized for any level of resistance.

- 7.3.1(a) Soft Empty Hand Control Techniques include techniques such as pressure points, transport wristlocks and straight arm bars.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### 7.4 Level IV - Hard Empty Hand Control

- 7.4.1 This level of control is authorized for high levels of resistive dialogue, defensive resistance, active aggression, or deadly force assaults. All Level IV Techniques will require that a **RCF** be completed.

[REDACTED]

[REDACTED]

#### 7.4.3 Vascular Neck Restraint <sup>7</sup>

- 7.4.3(a) The Vascular Neck Restraint (VNR) is a method of controlling the movement and active resistance of a subject by safely restraining the neck and applying lateral pressure to the sides of the neck while protecting the structures of the front of the throat.

- 7.4.3(b) In cases where a subject fails to comply and continues to resist the application of the VNR, the subject may be

<sup>7</sup>

Section 7.4.3 revised, vascular neck restraint technique updated, per Policy Change Order 17-040.

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

rendered unconscious as a byproduct of that resistance.

7.4.3(b.1) In the event of unconsciousness, the subject shall be transported to a medical facility.

7.4.4 OC Spray shall be considered a Level IV response. (CALEA 1.3.4)

7.4.4(a) All uniformed officers shall carry department-issued OC Spray while on duty except where otherwise specified in SOG 304.6 – Police Uniforms and Appearance Regulations.

7.4.4(b) All non-uniformed officers, and Traffic Service Officers may carry department issued OC Spray at their discretion.

7.4.4(b.1) Traffic Service Officers shall only use OC Spray for self protection.

7.4.4(c) All personnel who carry OC Spray must complete training as required by the Training Unit.

7.4.4(d) At no time shall an officer unnecessarily brandish or use OC Spray as an intimidation device unless the officer is attempting to prevent further escalation of response.

7.4.4(e) Any time OC Spray is used for controlling an offender; the application of the OC Spray will end when the offender discontinues resistance or aggression.

7.4.4(f) Following the use of OC Spray for the purpose of subject control, the officer will ensure that the subject receives adequate decontamination as soon as practical. The officer should supply immediate medical attention if requested by the suspect.

7.4.4(g) When an officer books a subject who has been exposed to OC Spray, the officer will advise the Detention personnel in order to prevent any unnecessary contamination of other jail occupants or Detention personnel.

7.4.5 TASER (CALEA 1.3.4)

7.4.5(a) The primary goal of the TASER is to create neuromuscular incapacitation.

7.4.5(b) For the safety of the officer and the public, officers shall not deploy the TASER in any environment containing flammable hazards such as gasoline, natural gas, meth labs, explosives, etc.

7.4.5(c) In circumstances that include an increased injury risk deployment, (i.e. A subject on an elevated platform or

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

running on a concrete surface) officers shall evaluate the need to overcome resistance or terminate a subject's flight and balance that need against the increased risk before deployment.

7.4.5(d) Handcuffing under power may minimize the need for multiple cycles if it is tactically safe to do so.

7.4.5(e) TASER probes are generally removed by officers in the field.

7.4.5(e.1) Probe removal will be done according to current training protocols.

7.4.5(e.2) Probes in sensitive target areas (eyes, throat, genitals, female breast) will be removed by medical personnel (EMS).

7.4.5(e.3) Photographs will be taken of impact sites.

7.4.5(e.4) The officer will collect the air cartridge, the wire leads, and the probes. The probes will be packaged by placing them into the expended cartridge with the pointed ends of the probes facing down. Tape will be placed around the cartridge holes to secure the probes in the cartridge. The secured probes and cartridge, as well as the wire leads, will be placed into a manila envelope and labeled with a biohazard sticker. They will be logged into the property room for safekeeping (not evidence) and retained for a 6 month period, unless notification of civil action is made or requested by an investigator.

## **7.5 Level V - Intermediate Weapons**

### **7.5.1 Hard Intermediate Weapons (CALEA 1.3.4)**

7.5.1(a) Intermediate weapons can provide a means by which officers can defend themselves or others from injury when facing resistance in the form of active aggression or deadly force assaults.<sup>8</sup>

7.5.1(b) Only departmentally issued or approved batons shall be used.

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<sup>8</sup> Section 7.5.1(a) revised, minor rewording, per Policy Change Order 17-040.

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

- 7.5.1(c) No officer shall carry an impact weapon unless he has successfully completed the annual certified training.
- 7.5.1(d) When carried by uniform employees, the baton shall be secured in a manner consistent with established standards.
- 7.5.1(e) At no time shall an officer brandish or use the impact weapon as an intimidation device, unless the officer is attempting to prevent further escalation of response.
- 7.5.1(f) Other types of striking devices are prohibited, except as authorized in Section 8.

[REDACTED]

#### **7.5.2 Tear Gas (CALEA 1.3.4 and 71.2.4)**

- 7.5.2(a) Commanders have the responsibility of determining the need for the use of tear gas and the authority to direct its deployment.
- 7.5.2(b) Prior to the deployment of tear gas, due regard shall be exercised for the safety of innocent citizens, police officers, and the subject. Proper scene cordon and evacuation techniques shall be utilized. Only the reasonable amount of tear gas under the circumstances shall be deployed and consideration of fire hazard and injuries shall be undertaken with fire department and appropriate medical personnel on scene prior to deployment of pyrotechnic forms of chemical munitions whenever possible.
- 7.5.2(c) Actual deployment shall be by a member trained in the use and deployment of tear gas.

#### **7.5.3 Less Lethal Extended Range Impact Devices (See SOG 304.5 – Training, Proficiency, and Use of Weapons) (CALEA 1.3.4)**

#### **7.6 Level VI - Lethal Force Responses (CALEA 41.2.3(a))**

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

- 7.6.1 An employee may use lethal force responses **only** when he reasonably believes that the action is in the defense of human life, including the officer's own life, or in the defense of any person in immediate danger of serious physical injury or death. (CALEA 1.3.2)
- 7.6.2 Fleeing Felon (CALEA 70.1.7(c))
  - 7.6.2(a) An officer may use lethal force responses to prevent the escape of a violent fleeing felon (see definitions) only if that suspect poses a clear and immediate threat to public safety if not apprehended without delay.
  - 7.6.2(b) Officers shall issue a clear and loud verbal warning prior to firing, if practical.
  - 7.6.2(c) Some examples may include:
    - 7.6.2(c.1) A serial murderer or rapist;
    - 7.6.2(c.2) A suspect who has used a deadly weapon to effect escape.
- 7.6.3 No distinction shall be made relative to the age of the intended target of lethal force response.
- 7.6.4 Officers shall only draw or display a weapon when it is reasonable to believe it may be needed to protect themselves or others by the use of deadly force response. Officers should be prepared to articulate this reasonable belief when needed.

## **8 OTHER THAN AUTHORIZED WEAPONS (CALEA 1.3.4 and 41.2.3(a))**

- 8.1 Responses may consist of the use of items, articles, instruments or equipment other than firearms which are designed, intended and routinely utilized for other legitimate police purposes, such as vehicles, flashlights, etc. Deliberate use of any such item, article, instrument or equipment for any purpose other than that for which it was designed and intended is discouraged; however, if used in exigent circumstances, it must conform to parameters defined in the resistance control continuum.

## **9 DESTRUCTION OF ANIMALS**

- 9.1 Officers may use weapons to destroy severely injured non-domesticated animals or to defend themselves against vicious, rabid or otherwise dangerous animals. Such destruction requires that it can be accomplished safely with regard to other persons and property. Head shots should be avoided if the possibility of rabies tests exists.
- 9.2 Officers will not destroy domesticated animals unless the animal is vicious, injured to the point of being dangerous, or livestock causing a hazardous condition for persons. The decision and responsibility to destroy injured domestic animals



## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

(pets) is solely the responsibility of the owner.

- 9.3 Officers will complete an incident report, using the call type “Animal Call” to document the use of their weapon and the safety precautions exercised while discharging their firearms.

## **10 RESISTANCE RESPONSE REPORTING AND ADMINISTRATIVE REVIEW**

- 10.1 A Resistance Control Form (RCF) (SPD Form # 94-OP-0002) will be used to assist in identifying training and equipment needs. The form will also provide for the immediate documentation of the response used so that, should a complaint be filed, the pertinent facts would be readily available.

- 10.2 The Resistance Control Form shall be completed if:

- 10.2.1 Level IV response or greater is applied; (CALEA 1.3.6(c), 1.3.6(d), and 41.2.3(e))

[REDACTED]

- 10.2.3 Evident injury or claim of injury is made by recipient; (CALEA 1.3.6(b))

- 10.2.3(a) In the event it is unknown which officer(s) caused the injury, all officers laying hands on must complete an RCF.

- 10.2.4 Medical treatment is required by hospital or EMT; (CALEA 1.3.6(b))

- 10.2.4(a) In the event it is unknown which officer(s) caused the injury, all officers laying hands on must complete an RCF.

- 10.2.5 Any discharge of a firearm during on-duty or off-duty status; except for marksmanship training, firearms training, ballistic tests, sporting events, and the humane destruction of sick or injured animals. (CALEA 1.3.6(a))

- 10.2.6 At the direction of a supervisor or commander.

- 10.3 The Resistance Control Form will be completed as soon as possible by the officer who applied the response. The RCF will always be completed prior to the end of the shift. Use of Level IV response requires the employee to notify their supervisor as soon as practical, prior to the end of shift. Use of Level V or Level VI response requires the employee to immediately notify their supervisor. (CALEA 41.2.4) <sup>10</sup>

- 10.3.1 Off-duty officers involved in resistance response situations are subject to the same reporting procedures as on-duty officers. Any time a RCF is required, off-duty employees shall notify an on-duty police

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<sup>10</sup> [REDACTED]  
Section 10.3 revised, minor rewording and CALEA standard added, per Policy Change Order 17-040.

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

- supervisor as soon as practical.
- 10.3.2 All resistance responses that result in physical injury (requiring medical attention) require the employee to immediately notify an on-duty supervisor. The supervisor will ensure that photographs of the obvious and/or apparent injuries are taken.
- 10.4 Administrative Review Procedure (CALEA 1.3.7)
  - 10.4.1 The immediate supervisor will receive the RCF, review it for completeness and ensure that all supporting documentation is included (video, photographs etc.).
    - 10.4.1(a) When an RCF is completed based on Taser use; the officer's supervisor will use the computer designated for Taser download in the report writing room at either Headquarters or the South District Station to print out the Taser download data from the date of the Taser use. This printout shall be attached to the RCF.
  - 10.4.2 The supervisor will then forward the RCF and all supporting documentation to their Section Lieutenant for review. After the Section Lieutenant completes their review, they will forward the RCF packet to the Inspections and Internal Affairs Unit.
  - 10.4.3 The IIAU staff will file the form and log the RCF into the Administrative Investigations Management System (AIM). IIAU will then track the RCF through AIM to the officer's immediate supervisor.
  - 10.4.4 The immediate supervisor will review the RCF and make a determination if the response used was in compliance with department training and the Resistance Response policy. If the supervisor finds that the officer was not in compliance a recommendation for disciplinary action will be included. The RCF will then be forwarded through the chain of command for supervisory review.
    - 10.4.4(a) Members of the chain of command receiving the form will assess completeness, compliance with policy, and compliance with training and recommend disciplinary action if necessary. The RCF will be forwarded to the Bureau Commander.
    - 10.4.4(b) The Bureau Commander will determine if the response was within policy, and consistent with training. If there are disciplinary issues pertinent to the response used the Bureau Commander will recommend disciplinary action or cause an administrative complaint to be initiated with the Inspections and Internal Affairs Supervisor. After review of the RCF the Bureau Commander will forward it back to IIAU.
  - 10.4.5 IIAU will then compile all related Resistance Control Forms and

## **SOG 103.5**

### **Resistance Response**

Effective Date: 09/28/2017

forward one complete packet to the Chief of Police for review.

10.4.5(a) After review and completion, the Chief of Police will make a final determination regarding the level of resistance used and any associated discipline.

#### **10.5 Annual Resistance Response Data Analysis (CALEA 1.3.13)**

10.5.1 IIAU will forward RCF data to Research and Development to conduct an annual analysis of the Resistance Control Forms and present the analysis to the Chief of Police by May of each year.

10.5.2 The Support Operations Section Commander will conduct an analysis of the department's resistance response policies and practices which will be included within the final Research and Development Annual Resistance and Control Report.

## **11 MEDICAL AID (CALEA 1.3.5)**

11.1 The officer will ensure that the subject is transported to a medical facility for medical attention if the subject is struck by a less lethal round, unconsciousness occurs, there are obvious signs of serious injury, or the subject requests medical attention.

11.1.1 Minor abrasions or bruises that can be treated with simple first aid do not require transportation to a medical facility unless requested by the subject.

11.1.2 A Watch Commander shall be notified as soon as possible whenever injuries have been inflicted by a department employee sufficient to cause the injured party to require medical attention (at a medical facility). In the absence of a Watch Commander, the appropriate Bureau Commander or ranking officer shall be notified.

11.1.2(a) An officer will be assigned to transport, or follow EMS to the hospital.

11.1.2(b) The Watch Commander shall determine whether or not the subject can be released from custody (with a summons or pending formal charges) at the hospital prior to a full evaluation by the Emergency Room physician.

11.1.3 If the response is such that the affected individual is admitted to a hospital, the Watch Commander shall immediately notify IIAU personnel.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.6</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Administration	<b>Chapter Title:</b> Standards of Conduct		
<b>Chief of Police:</b>			

## Department Awards Program

### I Policy

The policy of this department is to be aggressive in determining if a given act or consistent outstanding service warrants recognition and, if so, to appropriately recognize that act or achievement.

### II Definitions

### III Procedure

#### 1 SPRINGFIELD POLICE DEPARTMENT LEADERSHIP COUNCIL

1.1 The Springfield Police Department Leadership Council will be responsible for receiving, reviewing and conferring all department awards mentioned in this policy.

1.1.1 A quorum of seven members shall be necessary to transact business.

1.1.2 All eleven members will vote on any award decision with eight votes required to approve an award. Voting may be by email or phone.

1.1.3 The Leadership Council may add, delete, change or deny any award(s) request presented after careful review and deliberation.

1.1.4 If there are any changes to the original award request, the Leadership Council will provide written feedback to the sponsoring employee.

#### 2 ELIGIBILITY FOR AWARDS

## **SOG 103.6**

### **Department Awards Program**

Effective Date: 05/31/2014

- 2.1 Any department member is eligible to receive the eight employee awards listed in this policy.
- 2.2 Any private citizen is eligible to receive the three citizen awards listed in this policy.
- 2.3 Employees and private citizens are eligible to receive the Chief's Challenge Coin.

## **3 APPLICATION AND PROCESSING OF AWARD RECOMMENDATIONS**

- 3.1 Each candidacy shall be initiated by a sponsor who can be a department member or private citizen.
  - 3.1.1 Every candidacy in any award category shall be initiated by the sponsor through completion of the Awards Candidate Review Form, SPD Form # 98-AD-0295, with the exception of the Chief's Challenge Coin.
    - 3.1.1(a) The Awards Candidate Review Form can be located on the Springfield Police Department website.
    - 3.1.1(b) The sponsor shall complete as fully as possible all of Part I.
  - 3.1.2 Although any person may sponsor any other person for candidacy for a specified award, the immediate supervisor of an employee has the primary responsibility to assume sponsorship of an outstanding performance, if they have personal knowledge.
  - 3.1.3 If the candidate is an employee of the Police Department, the Awards Candidate Review Form will be forwarded through the chain of command to the appropriate Bureau Commander and then to the Leadership Council.
  - 3.1.4 If the candidate is not an employee of the Police Department but the sponsor is an employee, the Awards Candidate Review Form, will be forwarded by the sponsoring employee through the chain of command and then to the Leadership Council.
    - 3.1.4(a) The sponsoring employee's immediate supervisor will be responsible for conducting any background investigation necessary for proper review.
  - 3.1.5 If the candidate is not an employee of the Police Department and the sponsor is also a private citizen, the Awards Candidate Review Form will be sent directly to the Leadership Council. The Leadership Council will review the form and, if accepted, assign an employee to conduct any background investigation necessary for proper review.
- 3.2 Supervisory Review and Recommendation

## **SOG 103.6**

### **Department Awards Program**

Effective Date: 05/31/2014

- 3.2.1 The immediate supervisor of the employee-candidate shall conduct an investigation, interview witnesses, and attach all related documentation to the Awards Candidate Form.
    - 3.2.2 The immediate supervisor of the employee-candidate will complete Part II of the Awards Candidate Review Form and make a recommendation, in a written narrative, to the Leadership Council through the chain of command.
  - 3.3 Leadership Council Review
    - 3.3.1 Review of pending cases will take priority during the course of regular business meetings.
    - 3.3.2 A decision shall be made by the Leadership Council based upon their review.
      - 3.3.2(a) The Leadership Council may elect to interview any concerned parties or seek further documentation prior to making a decision.
    - 3.3.3 The Council secretary will complete Part IV of the Awards Candidate Review Form based on the decision voted on by the Leadership Council.<sup>1</sup>
      - 3.3.3(a) The Leadership Council will provide a written explanation of its decision to the Chief of Police.
  - 3.4 Chief's Review
    - 3.4.1 The Chief of Police shall review the case file on all candidates nominated for an award and may request additional information or clarification from the Leadership Council.
- 4 CRITERIA FOR AWARDS
  - 4.1 Medal of Valor
    - 4.1.1 The Medal of Valor shall be awarded to department personnel who distinguish themselves by performing courageous acts of bravery or heroism above and beyond the call of duty in the protection of life or furtherance of justice, and in doing so place their own safety in imminent danger.
      - 4.1.1(a) The Medal of Valor recipient shall receive a gold award for suffering serious physical injury or death while performing in the described manner.
      - 4.1.1(b) The Medal of Valor recipient shall receive a silver award for those incidents in which they suffer minor injury or no injury at all while performing in the described manner.

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<sup>1</sup> Section 3.3.3 revised procedures, per Policy Change Order 14-018, Effective Date 05/31/2014.

## **SOG 103.6**

### **Department Awards Program**

Effective Date: 05/31/2014

- 4.1.1(c) If nominated personnel failed to demonstrate sound judgment, and in doing so created the necessity for their actions, they will not be eligible for the award.
- 4.2 Meritorious Service Award
  - 4.2.1 The Meritorious Service award shall be presented in recognition of acts by department personnel who, in the protection of life or furtherance of justice, exhibit conduct which is exceptional.
    - 4.2.1(a) If nominated personnel failed to demonstrate sound judgment, and in doing so created the necessity for their actions, they will not be eligible for the award.
- 4.3 Certificate of Commendation/Command Commendation
  - 4.3.1 The Certificate of Commendation/Command Commendation shall be presented to department personnel who distinguish themselves by a single act or series of actions that impact the community in a positive manner, or significantly improve the ability of this department to fulfill its mission.
    - 4.3.1(a) Actions must be creditable, show intelligent and determined effort beyond reasonably expected job performance and must produce documentable results.
- 4.4 Lifetime Achievement Award
  - 4.4.1 The Lifetime Achievement Award is presented in recognition of a career of distinguished service to the Springfield Police Department and the community. The award is given to department personnel with not less than twenty (20) years of service and is intended to recognize a career of excellence above the normal duties that are expected of department personnel.
    - 4.4.1(a) The Lifetime Achievement Award recognizes excellence, dedication and initiative displayed by department personnel that demonstrates as much commitment and enthusiasm for the job in their final years as they did in their first.
    - 4.4.1(b) The recipient of the Lifetime Achievement Award should be a role model greatly respected by other department personnel and a credit to the agency.
- 4.5 Chief's Challenge Coin
  - 4.5.1 The Chief's Challenge Coin shall be presented by the Chief of Police to anyone inside or outside the department they deem worthy of the coin.
- 4.6 Life Saving Award
  - 4.6.1 The Life Saving Award may be issued to department personnel who personally save a life. The life saving effort will normally involve

## **SOG 103.6**

### **Department Awards Program**

Effective Date: 05/31/2014

one of the learned life supporting processes. Actions meriting this award shall be significant actions by department personnel and not routine measures, unless such efforts are performed under difficult or dangerous conditions.

4.6.1(a) The award will be granted only if the victim survives. The request for this award shall be accompanied by a document from a qualified witness or an attending physician stating that the methods applied significantly contributed to the saving of a life.

4.6.1(b) The Life Saving Award does not preclude any other appropriate award that may be given for the same incident.

#### **4.7 Police Cross**

4.7.1 The Police Cross is awarded when department personnel lose their lives in the performance of their duty under honorable circumstances.

4.7.1(a) The Police Cross award does not preclude any other appropriate awards that may be given for the same incident.

#### **4.8 Community Service Award**

4.8.1 The Community Service Award is awarded to department personnel who, by virtue of sacrifice and expense of his or her own time, fosters or contributes to a valuable and successful program in the area of community affairs, or who acts to substantially improve police/community relations through contribution of time and effort whether they be involved in an official police capacity or on their own personal time.

#### **4.9 Purple Heart Award**

4.9.1 The Purple Heart is awarded to department personnel who are seriously injured in the line of duty. The Purple Heart will only be awarded once during an individual's career.

4.9.1(a) Any subsequent actions deemed worthy of a Purple Heart will be documented with an oak leaf cluster attached to the original award.

4.9.1(b) Only one Purple Heart will be awarded per individual for any one incident regardless of multiple injuries.

4.9.2 The Purple Heart may be awarded in conjunction with other awards for the same incident.

4.9.3 The recipient must have used sound judgment. The injury must not have been due to poor decision making on the part of the recipient.

#### **4.10 Citizen Service Medal**

4.10.1 The Citizen Service Medal shall be presented to any citizen who



## **SOG 103.6**

### **Department Awards Program**

Effective Date: 05/31/2014

displayed an act of bravery and/or courage while providing assistance to the Springfield Police Department.

4.10.2 The act must have been necessary to the furtherance of justice or protection of life and related to the overall law enforcement objectives of this department.

4.10.3 Sound judgment must have been demonstrated throughout the incident.

#### **4.11 Citizen Service Commendation**

4.11.1 The Citizen Service Commendation shall be presented to any citizen who, through a single act, provided assistance to the Springfield Police Department.

4.11.2 The act must have been related to the overall law enforcement objectives of this department.

4.11.3 Sound judgment must have been demonstrated throughout the incident.

#### **4.12 Citizen Service Citation**

4.12.1 The Citizen Service Citation shall be presented to citizens who distinguish themselves in the community by their commitment to law enforcement and have demonstrated this commitment through active involvement in law enforcement related activities.

## **5 PRESENTATION AND METHOD OF RECOGNITION**

5.1 The Chief of Police will determine, on a case by case basis, the method and scope of award presentations

5.2 Every award conferred will include a written narrative of the incident which led to the award.

## **6 AUTHORIZED DISPLAY OF AWARDS**

6.1 Neck Ribbon and/or medals may be worn only with the dress uniform at formal ceremonies.

6.2 Bars shall be worn centered above the name tag.

6.3 More than one medal and/or bar may be worn at a given time.

6.3.1 An officer will wear their bar in rows of two, centered above their name tag. The award with highest rank will always be worn closest to the officer's heart. If there are an odd number of bars, the highest ranking bar will be worn centered above the row of two bars. The darker portion of the bar shall be towards the heart.

6.3.1(a) Ranking of awards are as follows with the highest listed first:

**SOG 103.6**

Department Awards Program

Effective Date: 05/31/2014

Medal of Valor-Gold

Medal of Valor-Silver

Meritorious Service

Purple Heart

Life Saving

Life Time Achievement

6.3.2 Subsequent presentations for each type of award shall be indicated by a star for the Medal of Valor or bronze oak leaf clusters for all other awards attached to the original bar.

6.4 Non-Sworn members of this department may wear commendation bars in an appropriate manner, taking into consideration the type of clothing being worn.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/30/2016	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.8</b>
<b>Accreditation Index:</b> 1.2.9, 26.1.4, 26.1.6, 33.1.5 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Administration of Discipline

### I Policy

It is the policy of the Springfield Police Department to utilize the disciplinary process to correct and improve employee conduct and performance in a fair, equitable, and just manner. Consistent with the concept of progressive discipline, the Department uses the least punitive corrective action necessary to promote compliance with department policy, City Merit Rules, and the law.

### II Definitions

### III Procedure

#### 1 RESPONSIBILITY FOR DEPARTMENT DISCIPLINE

- 1.1 Each member of the Springfield Police Department is charged with the responsibility to conduct themselves in accordance with the law, Merit Rules, and department policy, rules and regulations.
- 1.2 Each member of the Police Department is charged with the responsibility to report violations of policy to a department supervisor.
- 1.3 Supervisory and Command Ranks
  - 1.3.1 Supervisors and commanders are fully empowered and are EXPECTED to intervene and act on problems of sub-standard performance and minor misconduct without requiring formalized investigative processing.
  - 1.3.2 Pursuant to that responsibility, members of command and supervisory ranks have the following authority:

## **SOG 103.8**

### **Administration of Discipline**

Effective Date: 09/30/2016

- 1.3.2(a) To issue verbal and written reprimands, verbal and written commendations to employees under their supervision;
    - 1.3.2(b) To order an employee to leave the job site under provisions listed in Section 2 of this directive;
    - 1.3.2(c) To issue letters of appreciation to employees under their command;
    - 1.3.2(d) To make recommendations involving disciplinary cases and any aspect of the disciplinary process.
  - 1.4 Chief of Police
    - 1.4.1 The Chief of Police has the authority to take any form of corrective action as presented in Section 2 of this directive.
- 2 **RANGES OF POSITIVE/CORRECTIVE DISCIPLINARY ACTION**
  - 2.1 Positive Action
    - 2.1.1 Supervisory Praise, Recognition
    - 2.1.2 Departmental Awards (Refer to SOG 103.6 – Department Awards Program)
      - 2.1.2(a) Medial of Valor
      - 2.1.2(b) Meritorious Service Award
      - 2.1.2(c) Certificate of Commendation/Command Commendation
      - 2.1.2(d) Lifetime Achievement Award
      - 2.1.2(e) Life Saving Award
      - 2.1.2(f) Police Cross
      - 2.1.2(g) Community Service Award
      - 2.1.2(h) Purple Heart Award
      - 2.1.2(i) Chief’s Challenge Coin
    - 2.1.3 Supervisory Guidance/Oral Counseling (CALEA 26.1.4(b))<sup>1</sup>
      - 2.1.3(a) Informal supervisory counseling conducted to provide assistance.
        - 2.1.3(a.1) Such guidance allows the supervisor to bring to the attention of the employee the need to improve performance, work habits, attitude or other behaviors and to serve as a warning against future repetition of unsatisfactory conduct.

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<sup>1</sup> 5<sup>th</sup> Edition removed from all CALEA standard references throughout the entire policy, per PCO 16-025.

## **SOG 103.8**

### **Administration of Discipline**

Effective Date: 09/30/2016

- 2.1.4 Corrective Training (CALEA 26.1.4(a) and 33.1.5)
  - 2.1.4(a) Training may be employed by itself in a proactive manner or it may be employed in conjunction with other components of the disciplinary system. The purpose is to strengthen the employee's performance in a positive manner.
  - 2.1.4(b) Employees are required to diligently maintain an acceptable level of competence in performance of their duties and to comply with department in-service training standards and minimal continuing education standards as required by the Department of Public Safety, State of Missouri.
  - 2.1.4(c) Acts of employees which are because they misunderstood procedures or were never aware of them indicate the need for corrective training.
  - 2.1.4(d) Supervisors are expected to identify performance deficiencies and insufficient knowledge during the job performance evaluation process, when appropriate, supervisors should take the necessary steps to secure such remedial training for the employee.
- 2.2 Punitive Disciplinary Actions (CALEA 26.1.4(c))
  - 2.2.1 Documented Oral Counseling
    - 2.2.1(a) More formal counseling session. Identifies problem, clearly defines expectations, and includes formalized memo to Department Personnel File. Minor disciplinary action.
  - 2.2.2 Letter of Reprimand
    - 2.2.2(a) Issued by any supervisor, the letter defines violation or policy clearly, sets out clear expectations for improvement, warns of the likelihood of more severe action in future. Moderate disciplinary action.
  - 2.2.3 Suspension
    - 2.2.3(a) Suspension of pay (and benefits) for a defined period. Considered a severe disciplinary action.
  - 2.2.4 Demotion
    - 2.2.4(a) Reductions in rank, pay, and grade permanently. Severe disciplinary action.
  - 2.2.5 Dismissal/Termination

## **SOG 103.8**

### **Administration of Discipline**

Effective Date: 09/30/2016

- 2.2.5(a) Permanent loss of position. Most severe disciplinary action.
- 2.3 Immediate Summary Action
  - 2.3.1 Immediate Summary Action provides for immediate intervention by supervisors or commanders to act on violations of standards of conduct or appearance. These actions do not require a complaint control number and subsequent Inspections and Internal Affairs investigation although in serious cases such documentation may be appropriate.
  - 2.3.2 Immediate Summary Action may be implemented by supervisors or commanders outside the affected employee's chain of command.
  - 2.3.3 Immediate Summary Action includes documenting employee counseling, issuing oral or written reprimands, and/or immediate suspensions.
    - 2.3.3(a) When suspension is necessary, it shall be for the remainder of the employee's workshift and may continue through the subsequent workshift.
  - 2.3.4 Proper discretion and good judgement should be exercised in the application of Immediate Summary Action.
  - 2.3.5 Upon taking this action, the enforcing supervisor or commander shall notify: the supervisor of the affected employee and his/her own supervisor. The enforcing supervisor shall immediately follow-up with a written report of the incident.
  - 2.3.6 Application of Immediate Summary Action does not prevent application of additional or more severe disciplinary action.
  - 2.3.7 A list of violations that could result in application of Immediate Summary Action include but are not limited to:
    - 2.3.7(a) Tardiness or misuse of duty time;
    - 2.3.7(b) Failure to be clean and neat in appearance;
    - 2.3.7(c) Out of uniform;
    - 2.3.7(d) Failure to maintain equipment;
    - 2.3.7(e) Failure to report back to service upon completion of assignment;
    - 2.3.7(f) Taking excessive time for lunch/breaks;
    - 2.3.7(g) Failure to give full attention to duty
      - 2.3.7(g.1) Lounging on post;
      - 2.3.7(g.2) Unnecessary visiting;
    - 2.3.7(h) Failure to perform assigned tasks;
    - 2.3.7(i) Misuse of equipment or supplies;
    - 2.3.7(j) Failure to report for duty when scheduled;

## **SOG 103.8**

### **Administration of Discipline**

Effective Date: 09/30/2016

- 2.3.7(k) Reporting unfit for duty;
- 2.3.7(l) Failure to provide prompt, courteous and correct service;
- 2.3.7(m) Failure to comply with a direct order from a supervisor;

## **3 ACTION BY THE CHIEF OF POLICE**

- 3.1 If the Chief of Police determines an allegation to be sustained, he/she will determine the appropriate corrective or disciplinary action.
  - 3.1.1 If the corrective or disciplinary action involves Supervisory Guidance/Oral Counseling, Corrective Training, Documented Oral Counseling, or a Letter of Reprimand, the case will be remanded to the Bureau Commander to administer that action.
  - 3.1.2 If the corrective action potentially involves Suspension, Demotion, or Dismissal/Termination, a pre-disciplinary hearing will be held. The hearing will be conducted by the Chief of Police or designee.
    - 3.1.2(a) Procedure for the Pre-Disciplinary Hearing:
      - 3.1.2(a.1) The Pre-Disciplinary Hearing will include the chain of command of the involved employee.
      - 3.1.2(a.2) The employee is allowed to have an observer of their choice present as well.
      - 3.1.2(a.3) During the hearing, the employee may present information that might mitigate or assist in determining the appropriate level of discipline.
      - 3.1.2(a.4) The employee may also present information in writing by delivering it to the Chief of Police or designee on or before the hearing date.
      - 3.1.2(a.5) The hearing will be audio recorded and a transcript will be prepared from that recording.
      - 3.1.2(a.6) After hearing the information provided by the employee, each member of the chain of command will make their recommendations for disciplinary action.
      - 3.1.2(a.7) The recording and transcript will then be forwarded to the Chief of Police, who will make the final decision.

## **SOG 103.8**

### **Administration of Discipline**

Effective Date: 09/30/2016

- 3.2 In deciding the disciplinary action appropriate to the case, the chain of command shall consider:
  - 3.2.1 The nature and severity of the misconduct and its negative impact upon the department;
  - 3.2.2 The accused officer's personnel record;
  - 3.2.3 Recommendations from the chain of command;
  - 3.2.4 Past disciplinary actions taken for similar violations.
- 4 **PROCEDURES FOR SERIOUS DISCIPLINARY ACTION: SUSPENSION, DEMOTION, DISMISSAL**
  - 4.1 All serious disciplinary action such as demotion, reduction in compensation, suspension, or termination shall be documented in written form with a copy to the accused employee and another to the Director of Human Resources.
  - 4.2 The Chief of Police may dismiss any employee from service, or from any position within the service after appropriate notification and citing violation of applicable rules and regulations.
  - 4.3 If the disciplinary action involves dismissal of a non-probationary employee, a termination notification letter will be presented to the involved employee in person by the Chief of Police or his/her designee. A copy will be placed in the department personnel file located in the Office of the Chief of Police and another copy sent to the Director of Human Resources. The termination letter shall include the following information: <sup>2</sup>
    - 4.3.1 The employee's job title;
    - 4.3.2 A statement citing the reason for dismissal, the specific behavior, and violation of Merit Rules or department policy;
    - 4.3.3 The effective date of dismissal;
    - 4.3.4 A statement of the status of fringe and retirement benefits after dismissal;
    - 4.3.5 A statement of the content of the employee record relating to the dismissal;
    - 4.3.6 Date of the first disciplinary notice;
    - 4.3.7 Declared opportunity for and/or date of the first disciplinary hearing;
    - 4.3.8 Declaration of the employee's attendance or non-attendance at such meeting;
    - 4.3.9 Declaration of hearing the employee's evidence;
  - 4.4 Appeals Process for Dismissals, Demotions, Suspension or Reduction in Compensation (CALEA 26.1.6)

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<sup>2</sup> Section previously numbered 4.3 deleted, subsequent sections reorganized and renumbered, per PCO 16-025.



## **SOG 103.8**

### **Administration of Discipline**

Effective Date: 09/30/2016

- 4.4.1 Disciplinary appeals for employees who are members of the Springfield Police Officers Association Bargaining Unit will be governed by Article 17 of the Collective Bargaining Agreement. The Collective Bargaining Agreement is available on the CityShare webpage.<sup>3</sup>
- 4.4.2 Appeals involving all other employees will be in accordance with Merit Rule 13.4. Employees may seek redress through the grievance procedure as defined in Merit Rule 13.5 or appeal directly to the Personnel Board in accordance with Merit Rule 13.4(c).<sup>4</sup>
  - 4.4.2(a) Any request for hearing by the Personnel Board must be filed in writing within five (5) working days after decision by the City Manager.
  - 4.4.2(b) Any person dismissed in accordance with Merit Rule 12 shall appeal only to the Personnel Board in accordance with Rule 13.4(c).
  - 4.4.2(c) Any direct appeal to the Personnel Board must be followed by written request, stating facts pertinent to the appeal, and delivered to the Secretary of the Personnel Board within fifteen (15) calendar days following the effective date of dismissal, demotion, suspension, or termination.

## **IV Attachments**

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<sup>3</sup> Section 4.4.1 added regarding SPOA Collective Bargaining Unit members, per Policy Change Order 16-025.

<sup>4</sup> Section 4.4.2 (previously 4.5.1) reworded, per Policy Change Order 16-025.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/31/2013	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.10</b>
<b>Accreditation Index:</b> 1.2.9, 52.1.1, 52.1.2, 52.2.1, 52.2.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Disciplinary Investigation Process

### I Policy

As members of the Springfield Police Department, we value the welfare of each employee and the achievement of the organization's goals. Therefore, it is the policy of this department to diligently and expeditiously receive, record and investigate all complaints, against the agency or its employees regardless of nature, including all anonymous complaints, to take corrective disciplinary action when appropriate, to take corrective procedural action when necessary, to vindicate the employee when justified and to protect the rights of employees and citizens. (CALEA 52.1.1 and 52.1.2 – 5<sup>th</sup> Edition)

### II Definitions

**Administrative Complaint** - A complaint originating within the Department and involving its personnel which are specific allegations of violations of departmental rules, regulations or procedures, Merit System rules, or violations of law.

**CCRP Complaints** – A class of external complaints against the agency or its employees that the Chief of Police has directed to be resolved using the Citizen Complaint Resolution Process.

**Citizen Complaint Resolution Process (CCRP)** – A process by which certain external complaints will be resolved at the direction of the Chief of Police which involves a resolution meeting between the complainant and the involved employee.

**Conclusions of Fact** - A clear, specific disposition classification for each complaint.

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

**Demeanor Report** – A report produced by the Inspections and Internal Affairs Unit to provide guidance for disciplinary recommendations and to facilitate supervisory knowledge of employee performance and conduct history.

**External Complaint** - All complaints originating from sources outside the Police Department, regardless of severity.

**Miscellaneous Complaints** - A class of complaints against the agency or its employees that are of a minor nature and/or do not justify formal review by the chain of command.

## **III Procedure**

### **1 ROLE AND RESPONSIBILITIES**

1.1 Police Department employees will receive all complaints made against the department or its employees. A record of that complaint shall be maintained in the Inspections and Internal Affairs Unit. (CALEA 52.1.2-5<sup>th</sup> Edition)

#### **1.1.1 Department Employees**

1.1.1(a) Shall take proactive steps to identify and prevent inappropriate behavior.

1.1.1(b) If inappropriate behavior is observed, the employee shall notify their supervisor.

1.1.1(c) Each employee has the duty to assist the public with complaints of employee misconduct or of Department operations and to do so in a courteous and willing manner.

#### **1.1.2 Department Supervisors**

1.1.2(a) If requested by a complainant, an on-duty supervisor shall promptly respond to an incident when informed that a person is making a complaint alleging improper conduct.

1.1.2(b) If the involved employee's supervisor is not immediately available, that employee's commanding officer should be contacted. In the event the commander is not available, the first available supervisor within their line of authority will respond to address the complaint. Every effort will be made to expedite recording the complaint and avoid delays.

1.1.2(b.1) If a supervisor, for some reason, cannot respond, the employee who is contacted will provide a set of complaint forms to

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

the complainant with instructions to mail them to the Inspections and Internal Affairs Unit at Police Headquarters or provide information on making the complaint through the SPD website.

- 1.1.2(c) After discussing the matter with the complainant, if the matter is not resolved, the supervisor shall provide the complainant with Complaint Form, SPD Form # 94-AD-0003-B and/or provide instructions for filing the complaint online.
- 1.1.2(d) If the supervisor determines that additional investigation is necessary, the complainant will be referred to the Inspections and Internal Affairs Unit.
- 1.1.2(e) If a complaint is received from a Springfield Police Department employee, the supervisor shall attempt to resolve the complaint if appropriate or refer the complaint to the Inspections and Internal Affairs Unit through their chain of command for further investigation. (CALEA 52.2.1(a) and 52.2.1(b) – 5<sup>th</sup> Edition)
- 1.1.3 Inspections and Internal Affairs Unit
  - 1.1.3(a) The Inspections and Internal Affairs Unit has staff control over all complaint investigations and may investigate any or all complaints as directed by the Chief of Police. (CALEA 52.2.1(b) – 5<sup>th</sup> Edition)
  - 1.1.3(b) IIAU is responsible for receiving, reviewing, and maintaining records of all complaints against Springfield Police Employees and volunteers acting on the behalf of the Springfield Police Department.
  - 1.1.3(c) IIAU shall serve as a neutral fact-finding investigator and shall not make decisions as to the final disposition in any disciplinary matter.
  - 1.1.3(d) The only opinions that IIAU may make as part of an investigation are those concerning the credibility of witnesses and statements of fact regarding the presence or lack of consistency in statements of witnesses.
  - 1.1.3(e) To assist the public awareness of the proper method for reporting complaints of misconduct or service problems to the Police Department, Inspections and Internal Affairs Unit shall periodically publish and distribute a brochure detailing such information.

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- 1.1.3(e.1) This information should be placed on the SPD website and is available in the lobby at HQ and SDS.

## **2 COMPLAINT CLASSIFICATION**

### **2.1 Class I Complaints - All serious complaints lodged against Police Department members.**

#### **2.1.1 Class I complaints include allegations of:**

- 2.1.1(a) Intentional discrimination;
- 2.1.1(b) Corruption;
- 2.1.1(c) Unnecessary/Excessive Use of Force;
- 2.1.1(d) Violation of a criminal statute;
- 2.1.1(e) Severe injury or death resulting from an act or omission of any employee;
- 2.1.1(f) Unintentional Discharge of firearm whether on or off duty;
  - 2.1.1(f.1) Exception: Unintentional Discharge at range practice, or other lawful sporting events.
- 2.1.1(g) Complaint in the form of an intent to file civil action that alleges or suggest improper conduct on the part of an employee;
- 2.1.1(h) Conduct Unbecoming an Officer;
- 2.1.1(i) As directed of the Chief of Police.

#### **2.1.2 Class I Complaints are investigated by the Inspections and Internal Affairs Unit (IIAU). (CALEA 52.2.1(b) – 5<sup>th</sup> Edition)**

### **2.2 Class II Complaints - Complaints not rising to the level of a Class I Complaint, or as directed by the Chief of Police.**

#### **2.2.1 Class II Complaints are investigated by the IIAU. (CALEA 52.2.1(b) 5<sup>th</sup> Edition)**

### **2.3 CCRP Complaints – Complaints investigated utilizing the Citizen Complaint Resolution Process (CCRP) as directed by the Chief of Police. (CALEA 52.2.1(a) – 5<sup>th</sup> Edition)**

#### **2.3.1 CCRP Complaints are investigated by supervisors as described in Section 4.3.**

### **2.4 Miscellaneous Complaints**

#### **2.4.1 Miscellaneous Complaints may include, but are not limited to the following:**

- 2.4.1(a) Complaints, which center on a difference of opinion

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

over the guilt or innocence of the complainant or another person in a pending municipal or criminal case.

2.4.1(a.1) The IIAU Supervisor will conduct a review of the case.

2.4.1(a.2) Absent compelling evidence of officer misconduct, these cases shall be appropriately cleared, filed, and properly adjudicated in court.

2.4.1(b) Minor complaints where the complainant is anonymous or does not wish to file a written complaint.

2.4.1(c) Complaints against other agencies and/or their employees, which are not under authority of the Chief of Police.

2.4.1(d) Complaints and other administrative inquiries as independently received and disposed of by the Chief of Police.

2.4.1(e) Minor complaints received by IIAU in which the complainant agrees to have the issue handled by the supervisor of the involved employee.

2.4.2 Miscellaneous Complaints are investigated by supervisors or as determined by the Chief of Police. (CALEA 52.2.1(a) 5<sup>th</sup> Edition)

## **3 RECEIVING AND REPORTING COMPLAINTS**

3.1 Members of this department shall accept complaints whether in person, by phone, by mail, or by electronic media. If the complaint is not received in written form, the employee receiving the complaint will put the complaint in written form and forward it to IIAU.

3.2 Notification of the Chief of Police

3.2.1 The IIAU Supervisor, or in his absence his designee, shall keep the Chief of Police informed about the existence and status of all complaints against the Springfield Police Department and its personnel.

3.2.1(a) Class I complaints shall be reported to the Chief of Police as soon as possible after they have been received. Notification may be made in person, by phone, through memorandum (IDC), or email.

3.2.1(b) All other complaints shall be reported to the Chief of Police in the Monthly IIAU Activity Report;

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- 3.2.1(c) The IIAU Supervisor may report any complaint to the Chief of Police, regardless of classification, at their discretion if a compelling organizational interest is presented.
- 3.3 Administrative Complaints
  - 3.3.1 Interpersonal relationships, supervisory techniques, and administrative processes may generate employee concerns; however, such concerns should be handled through the chain of command, and not the internal investigation process.
  - 3.3.2 Supervisors may lodge an Administrative Complaint in writing through their chain of command.
    - 3.3.2(a) The complaint will be forwarded from the Bureau Commander to IIAU.
    - 3.3.2(b) All relevant documentation should be attached or reference should be made to it in the written complaint.
  - 3.3.3 Administrative complaints may be assigned to IIAU for investigation at the discretion of the Chief of Police.
- 3.4 External Complaints
  - 3.4.1 All external complaints will be accepted by Springfield Police Department employees in a courteous and willing manner. The employee may explain to clarify police procedures, if pertinent.
  - 3.4.2 The complainant may be referred to the supervisor if appropriate, or they may be provided with a Complaint Form, SPD Form # 94-AD-0003-B and/or instructions for making the complaint online.
    - 3.4.2(a) If the complaint is handled by a supervisor and resolved to the satisfaction of both the supervisor and the complaining party, complaint forms do not need to be completed.
    - 3.4.2(b) If the complainant requests a complaint form, one will be provided to them.
      - 3.4.2(b.1) The complainant will complete and sign the written complaint unless disabilities prevent it. In such cases, Department employees will assist fully with completion, except signature.
      - 3.4.2(b.2) The complaint, including all forms and related reports, will be forwarded to the Inspections and Internal Affairs unit.
- 3.5 Anonymous Complaints
  - 3.5.1 Anonymous and second party complaints shall be accepted.

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- 3.5.1(a) The Chief of Police shall determine the extent to which they will be investigated. (CALEA 52.1.1-5<sup>th</sup> Edition)

#### **4 IIAU PROCEDURES UPON RECEIVING A COMPLAINT OR COMPLAINT PACKET**

- 4.1 Upon receipt of a complaint, IIAU shall review and determine the complaint classification, as directed by the Chief of Police, assign a complaint control number and enter the complaint into the Internal Investigations Control Log and the Administrative Investigations Management System (AIM).
- 4.2 Class I or Class II Complaints
  - 4.2.1 IIAU shall provide the named employee(s) with a written notification. This written notification shall become part of the investigative case file.
    - 4.2.1(a) At a minimum, the notification shall include:
      - 4.2.1(a.1) Name of investigator conducting investigation;
      - 4.2.1(a.2) Nature of complaint, location, date, and time, if known;
      - 4.2.1(a.3) The employee's rights and responsibilities as provided in the Merit Rules and the policies and procedures of the Springfield Police Department.
    - 4.2.1(b) Suspension of the requirement to notify the employee of the complaint shall only be authorized by the Chief of Police in written form.
  - 4.2.2 If the complaint alleges possible criminal conduct, Internal Affairs staff shall notify the Chief of Police. In such cases, the Chief of Police may authorize delay of the internal investigation until a criminal investigation is completed.
- 4.3 CCRP Complaints will be handled by the Citizen Complaint Resolution Process as follows:
  - 4.3.1 The complaint will be referred to the supervisor of the involved employee for resolution and the named employee shall receive written notification.
    - 4.3.1(a) CCRP complaints will not be handled by an supervisor of the same rank as the involved employee, but by a supervisor of higher rank.
  - 4.3.2 The supervisor will conduct an investigation into the complaint and determine what action will be taken.



## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- 4.3.2(a) If the investigation reveals more serious allegations or allegations that were not listed in the original complaint, the supervisor will refer the complaint back to IIAU for review and possible reclassification.
  - 4.3.3 After the investigation is completed, the supervisor will schedule a resolution meeting with the complainant and the involved employee.
    - 4.3.3(a) The resolution meeting will be conducted in a confidential setting to allow open and candid discussion of the issues at hand. The intent of the meeting is to facilitate a better understanding of the issues for both parties and identify ways to improve such interactions in the future. In some cases, no agreement will be reached, but the issue will be considered Resolved at the conclusion of the meeting.
    - 4.3.3(b) If new or more serious allegations related to the incident are revealed during the resolution meeting, the meeting will be concluded and the supervisor will refer the complaint back to IIAU for review and possible reclassification.
    - 4.3.3(c) If the complainant fails to attend two consecutive resolution meetings when reasonable attempts at notification were made, the complaint will be classified as Resolved.
  - 4.3.4 After the resolution meeting, the supervisor will complete a brief report in AIM describing the results of the investigation and the resolution meeting. This shall be completed within 45 days of receiving the CCRP complaint.
  - 4.3.5 The complaint will then be closed by IIAU staff and the conclusion of fact will be classified as Resolved.
  - 4.3.6 CCRP complaints will not result in disciplinary action as defined in SOG 103.8, Administration of Discipline.
- 4.4 Miscellaneous Complaints will be documented in the Administrative Investigations Management System (AIM) and on the Internal Investigations Control Log and the named employee shall receive written notification.
  - 4.4.1 IIAU will forward the complaint to the supervisor of the involved employee.
  - 4.4.2 The supervisor will address the complaint with the involved employee, contacting the complainant for clarification if necessary, and respond to the IIAU supervisor within 30 days with the resolution of the complaint.

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- 4.4.3 If it is determined that a formal complaint investigation should be undertaken, the supervisor shall contact the Inspections and Internal Affairs Unit for reclassification to Class I or Class II status.

## **5 INVESTIGATIVE TIMELINE (CALEA 52.2.1 and CALEA 52.2.3-5<sup>th</sup> Edition))<sup>1</sup>**

### **5.1 Investigative Time Limits**

- 5.1.1 Class I investigations shall be completed within 60 days of the assignment of the complaint.
- 5.1.2 Class II investigations shall be completed within 30 days of the assignment of the complaint.
- 5.1.3 Miscellaneous Complaints shall be completed within 30 days of the assignment of the complaint.
- 5.1.4 Disposition shall be completed within 30 days of the completion of the investigation.
- 5.1.5 If the investigation cannot be completed within these time limits, an extension may be granted by the Chief of Police.

### **5.2 IIAU shall compile an investigative case file which shall consist of the following:**

- 5.2.1 Investigative synopsis;
- 5.2.2 Complaint Form, SPD Form # 94-AD-0003-B or written documentation of the original complaint;
- 5.2.3 Copies of all related reports and statements;
- 5.2.4 A demeanor report;
- 5.2.5 Other pertinent reports and information.

### **5.3 If investigation reveals previously uncited allegations of misconduct, the IIAU Supervisor may decide whether to include the additional information in the original case file or activate a new investigation and case file. They shall insure that the new allegation is thoroughly investigated.**

### **5.4 IIAU shall notify the complainant in writing that the complaint has been received and has been assigned for investigation and that they may be contacted for additional information. Such notification shall include the name of the investigator.**

### **5.5 The assigned investigator shall be responsible for keeping the citizen complainant and the involved employee notified concerning the overall status of the investigation but should avoid discussing findings or details. This will be documented in the investigative report.**

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<sup>1</sup> Section 5 and 5.1 new headings, section 5.1.1 – 5.1.4 was previously numbered 5.1, section 5.1.5 was previously numbered 5.1.1, grammatical corrections made as necessary, per Policy Change Order 13-117, Effective Date 12/31/2013.

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

## **6 COMPLAINT REVIEW AND RECOMMENDATION PROCESS**

- 6.1 Upon completion of the investigation, IIAU staff shall notify the involved employee's chain of command that the investigation is ready for the chain of command review in the Administrative Investigations Management System (AIM).
- 6.2 Beginning with the immediate supervisor, each command level within that employee's chain of command shall conduct a comprehensive and structured review of the investigative case file to include:
  - 6.2.1 A determination that the investigation complies with department policies and procedures for conducting internal investigations;
  - 6.2.2 A determination that the evidence presented in the investigation justifies a specific "conclusion of fact" to include:
    - 6.2.2(a) **Unfounded:** Allegation is false or not factual.
    - 6.2.2(b) **Not Involved:** Employee not present at time the alleged misconduct occurred.
    - 6.2.2(c) **Exonerated:** Incident complained of occurred, but actions of employee were lawful and proper.
    - 6.2.2(d) **Not Sustained:** Insufficient evidence to prove or disprove the allegation.
    - 6.2.2(e) **Sustained:** Allegation is supported by sufficient evidence.
    - 6.2.2(f) **Policy Failure:** The incident may or may not have occurred but the investigation revealed faulty policies, procedures, or rules.
    - 6.2.2(g) **Resolved:** The incident has been closed utilizing the Citizen Complaint Resolution Process.<sup>2</sup>
  - 6.2.3 A recommendation for specified disciplinary action in accordance with SOG 103.8, Administration of Discipline. If the supervisor believes severe discipline in the form of suspension, demotion, reduction in pay, or termination is appropriate, they should recommend that a pre-disciplinary hearing be held.
- 6.3 Whenever a supervisor or commander's disposition differs from that of a subordinate, written justification is required and shall be included in the case file with all other recommendations.
- 6.4 At any time, any supervisor or commander within the involved employee's chain of command may request clarification or additional information from IIAU on any aspect of the investigation.

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<sup>2</sup> Section 6.2.2(g) added "Resolved" to the list of "Conclusion of Fact", per Policy Change Order 13-117, Effective Date 12/31/2013.

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- 6.5 The Chief of Police shall receive the case file and shall indicate the final "conclusion of fact" and shall specify final disciplinary action as provided in SOG 103.8, Administration of Discipline.
- 6.6 Upon receiving the final disposition from the Chief of Police, IIAU staff shall notify the complainant, the involved employee, and the employee's chain of command in writing of the findings of the investigation. Copies of these notifications will be maintained in the case file.
  - 6.6.1 The notification to the complainant will include the general findings and if the complaint is sustained, a statement that "appropriate action is being taken by the Chief of Police." This notification will also include a brief description of the procedure for appeal of the disposition of the complaint.
  - 6.6.2 The notification to the involved employee and their chain of command will include the general findings. If disciplinary action in the form of suspension, demotion, dismissal, or reduction in pay results, a brief description of the appeal process and reference to Merit Rule 13.4 will be included as well.
- 6.7 If it has been established that a citizen knowingly and fraudulently made a false complaint, the Chief of Police may forward the case to the appropriate prosecutor for criminal prosecution review.

## **7 EMPLOYEE RIGHTS AND RESPONSIBILITIES**

- 7.1 Employees are afforded all rights under law and municipal regulations pursuant to any investigation of any complaint.
  - 7.1.1 A complete and current copy of Merit System Rules and Regulations are on file and available for inspection on the city's computer network and at the office of the Director of Human Resources.
- 7.2 For any employee involved in a complaint investigation, the following additional rights are granted:
  - 7.2.1 The employee may review the complaint after receiving written notification of the investigation.
  - 7.2.2 During any interview, the employee may have a representative present.
    - 7.2.2(a) The representative may not participate in the interview.
    - 7.2.2(b) Proceedings may not normally be delayed due to the inability of a particular representative to attend.
    - 7.2.2(c) The representative may be the employee's attorney.
    - 7.2.2(d) The employee's representative may not be anyone within the employee's chain of command.
  - 7.2.3 During the interview, the IIAU investigator will record the

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- proceedings and the employee may record the proceedings. The IIAU recording will be transcribed for Class I complaints and as directed by the IIAU supervisor. The recording and transcript will become part of the case file.
- 7.2.4 Reasonable breaks are allowed during the interview process.
  - 7.2.5 If practical, interviews will be conducted during the employee's scheduled work shift.
  - 7.2.6 The employee may provide additional information in writing without the request of IIAU.
- 7.3 Police employees must cooperate fully with the investigation of an internal complaint. Refusal to do so will be grounds for disciplinary action.
- 7.4 Statements:
- 7.4.1 Employees are required to truthfully answer all questions.
  - 7.4.2 Employees may not refuse to answer questions narrowly and specifically related to the performance of their duties.
- 7.5 Medical, Laboratory, and Polygraph Examinations
- 7.5.1 Employees shall not be ordered to submit to medical, laboratory or polygraph examinations or submit financial disclosure statements except for cause, as determined by the Chief of Police.
  - 7.5.2 Employees shall not refuse to submit to any non-testimonial examinations for cause (e.g. polygraph, blood-alcohol testing, medical examination, lineups, drug testing, photographs) during internal, administrative investigations. In criminal cases, the employee may have an attorney present as provided by law.
  - 7.5.3 For drug testing information, refer to Merit Rule 26, Substance Abuse Policy.
  - 7.5.4 Polygraph Examinations - An employee may be ordered by the Chief of Police to submit to a polygraph examination.
    - 7.5.4(a) When the complaint from a citizen is the basis for the investigation, and no corroborating evidence has been discovered, the employee will not be required to submit to a polygraph examination without the complainant first taking such examination; however, based upon justification the Chief of Police may order the employee to take the polygraph.
    - 7.5.4(b) An employee may request a polygraph examination. Such examination may be completed during the investigative process at the discretion of the Chief of Police.
    - 7.5.4(c) Prior to any examination, the employee will be

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- permitted to review all questions to be asked during the polygraph.
  - 7.5.4(d) Polygraph test results gained pursuant to an administrative investigation are not usable in a criminal proceeding.
  - 7.5.4(e) The person making the complaint may be asked to submit to a polygraph examination if the Chief of Police believes the examination would be necessary to accurately complete the investigation.
- 7.5.5 Searches
  - 7.5.5(a) All Department property, property issued by the Department, and personal property used in connection with official police duties shall be subject to inspection at any time, even if assigned or used exclusively by the employee.
  - 7.5.5(b) An employee's personal property shall be afforded protection as provided by law.
- 7.5.6 Photographs
  - 7.5.6(a) Pursuant to an internal investigation, photographs of the employee may be taken at any time.
- 7.5.7 Line-ups
  - 7.5.7(a) Photographic lineups may be utilized to assist in identification of officers in internal investigations. When used, the same procedures and methods shall be used as employed during criminal investigations.
  - 7.5.7(b) In the event a live lineup is required, accused employees shall cooperate fully with investigators.
- 7.5.8 Financial Disclosure Statements
  - 7.5.8(a) For cause, employees may be directed by the Chief of Police to provide personal financial disclosure statements detailing financial receipts or disbursements.

## **8 DISCIPLINARY RECORDS**

- 8.1 Location and Physical Security of Records (CALEA 52.1.2-5<sup>th</sup> Edition)
  - 8.1.1 IIAU investigation and disposition records are secured in the Inspections and Internal Affairs office and on a secured portion of the city's computer network. File cabinets and offices shall be locked after working hours.
- 8.2 Access Control to Disciplinary Records

## **SOG 103.10**

### **Disciplinary Investigation Process**

Effective Date: 12/31/2013

- 8.2.1 Disciplinary and personnel records are closed records by Missouri law. These records shall not be made public, nor released to unauthorized persons.
- 8.2.2 Employees may inspect their own IIAU record by appointment during office hours. Such inspection must occur directly on premise. Notes may be made but copies are not authorized unless specifically approved by the Chief of Police.
  - 8.2.2(a) IIAU staff will review the contents of the case file and will edit out any references to the IIAU record of any other employee.
  - 8.2.2(b) If other involved employees give written consent to release records pertaining to them, they may be viewed by the requesting employee.
  - 8.2.2(c) An attorney representing the employee(s) may also review the IIAU file with written consent from the involved employee(s).
  - 8.2.2(d) A background investigator may review all IIAU records pertaining to a specific employee if a release signed by that employee is provided. A copy of the release will be retained in the employee's file.
  - 8.2.2(e) IIAU records pertaining to open complaints are not available for inspection. A complaint is considered open until a final conclusion of fact is indicated by the Chief of Police.
- 8.2.3 IIAU staff has access to records. No other person shall have access to information from IIAU records without the express written permission from the Chief of Police, except as otherwise provided in this policy. If such permission is granted, the written request and authorization shall become an addition to the case file.
- 8.2.4 Supervisors in the chain of command of an employee may review IIAU records pertaining to that employee.
- 8.2.5 Lieutenants, Captains, and Majors will have access to IIAU records for any employee unless directed otherwise by the Chief of Police.<sup>3</sup>
- 8.2.6 Any review of IIAU records by supervisors will be documented in AIM and/or noted in the employee's file.
- 8.3 The employee's Police Department file, including IIAU records, is a permanent file and may not be purged.
- 8.4 The Demeanor Report will be available to any supervisor in the chain of command of the involved employee or as authorized by the Chief of Police. A

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3 Section 8.2.5 added "Captains", per Policy Change Order 13-117, Effective Date 12/31/2013.

**SOG 103.10****Disciplinary Investigation Process**

Effective Date: 12/31/2013

record of any request for a Demeanor Report will be maintained in the employee's file.

8.5 The Demeanor Report shall include:

8.5.1 All Class I complaints;

8.5.2 Promotions;

8.5.3 Use of Force reports;

8.5.4 Pursuits;

8.5.5 For the past 5 years, all traffic crashes;

8.5.6 For the past 2 years:

8.5.6(a) All Class II complaints;

8.5.6(b) All Miscellaneous complaints;

8.5.6(c) All CCRP complaints;

8.5.6(d) Letters of compliment;

8.5.6(e) Citations, awards.

9 **DISCIPLINARY STATISTICAL DATA**

9.1 The Inspections and Internal Affairs Unit Supervisor shall prepare an annual report detailing internal affairs investigative activity, status, and disposition. This report will also detail all other IIAU activity, workload, action, and projects.

9.2 The IIAU Supervisor shall make the annual report available to Research and Development for publication of statistical data by the Public Affairs Officer.

9.3 Statistical data is available to any person upon request.

**IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 09/30/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.11</b>
<b>Accreditation Index:</b> 1.3.8, 81.2.4, 82.2.1 <sup>1</sup>			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Lethal Force Investigations and Follow-up

### I Policy

Incidents of homicide involving officers and use of force which threaten or seriously impair normal life processes will be investigated by the Crimes Against Persons Section. All criminal investigative processes will be centralized with the Crimes Against Persons Section and controlled by their supervisors. The department will provide support services for the officer and will also assess fitness for duty. The following procedures will be used to investigate every incident of use of lethal force or unintentional discharge by a department employee.

### II Definitions

**Lethal Force** – Force used upon a person which results in death or serious physical injury.

### III Procedure

#### 1 IMMEDIATE RESPONSE

##### 1.1 Involved Officer

1.1.1 When an officer uses lethal force or discharges their firearm, either unintentionally or intentionally, they shall:

1.1.1(a) Determine the physical condition of any injured person and render first aid when appropriate.

1.1.1(b) Request necessary emergency medical aid.

1.1.1(c) Notify Communications of the location and incident.

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<sup>1</sup> 5<sup>th</sup> Edition reference removed from CALEA accreditation index, per Policy Change Order 17-043.

## **SOG 103.11**

### **Lethal Force Investigations and Follow-up**

Effective Date: 09/28/2017

(CALEA 81.2.4(a))

- 1.1.1(d) Immediately notify a supervisor.
- 1.1.1(e) Remain at the scene, unless injured or otherwise directed by a supervisor.
  - 1.1.1(e.1) If the circumstances are such that the continued presence of the officer may cause a more hazardous situation (e.g. violent crowd), the ranking officer shall have the discretion to instruct the involved officer to report to another more appropriate location.
- 1.1.1(f) Protect their weapon(s) and ammunition for examination and submit said weapon(s) and ammunition to the appropriate investigator, if the incident involved the discharge of their firearm.
  - 1.1.1(f.1) A non-involved host officer will be assigned to the involved officer to maintain the integrity of evidence.
  - 1.1.1(f.2) The involved officer shall remain with the host officer at all times until relieved by a supervisor.
- 1.1.1(g) Prepare a detailed RMS report in accordance with this Standard Operating Guideline. (CALEA 82.2.1(a))
- 1.1.1(g.2) In cases of an unintentional discharge with no injuries which does not occur in a public setting, an IDC shall be prepared and no police report is required.
- 1.1.1(h) Be available at any reasonable time for Internal Affairs, administrative interviews, and statement regarding the case. The officer is subject to recall to duty at any reasonable time.

## **1.2 Communications**

- 1.2.1 Dispatchers shall ensure the following are completed:
  - 1.2.1(a) Medical aid is requested if appropriate;

## **SOG 103.11**

### **Lethal Force Investigations and Follow-up**

Effective Date: 09/28/2017

- 1.2.1(b) Notify the on-duty Watch Commander. If not available, notify the on-call Watch Commander. (CALEA 81.2.4(f))
- 1.3 Patrol Supervisor (CALEA 81.2.4(f))
  - 1.3.1 Notify the on-duty Watch Commander.
  - 1.3.2 Respond to the scene and assume management responsibilities.
  - 1.3.3 Arrange for in-custody medical transport of injured suspects with armed police officers.
  - 1.3.4 Establish crime scene security utilizing personnel, barricades, crime scene tape, or other means.
  - 1.3.5 Assign a non-involved host officer to accompany the involved officer to a secure area. The host officer will remain with the involved officer at all times until dismissed by a supervisor.
  - 1.3.6 Arrange for all involved officers to be sequestered and removed from the scene as quickly as possible.
  - 1.3.7 Brief arriving Watch Commander.
  - 1.3.8 Brief the arriving Crimes Against Persons Section Supervisor and render command assistance to investigators.
  - 1.3.9 In cases of an officer-involved shooting, make arrangements for Crimes Against Persons investigators to take possession of the weapon(s) and ammunition of the involved officer(s).
    - 1.3.9(a) Ensure the officer's magazines and vehicle are inventoried and secured, if appropriate.
    - 1.3.9(b) Weapons shall be collected away from public view. Involved officers should be transported to a secure area (such as police headquarters) before their weapon(s) is collected. Under exceptional circumstances, the weapons(s) may be collected at the scene, hospital, or other locations.
      - 1.3.9(b.1) The host officer will maintain sight of the weapon(s) until collected.
      - 1.3.9(b.2) The weapon(s) will be turned over to the appropriate Crimes Against Persons investigator as soon as practical.
    - 1.3.9(c) Ensure arrangements are made to provide the involved officer with a replacement weapon(s) as soon as practical.
      - 1.3.9(c.1) A replacement weapon can be obtained by contacting Internal Affairs or a Range Officer.
- 1.4 On-Duty Watch Commander

## **SOG 103.11**

### **Lethal Force Investigations and Follow-up**

Effective Date: 09/28/2017

- 1.4.1 Where serious injury resulted or an officer discharged their firearm at a suspect pursuant to official duty, ensure the following are notified:
  - 1.4.1(a) Investigations and Support Services Bureau if needed;
  - 1.4.1(b) Chief of Police via Chain of Command;
  - 1.4.1(c) Inspections and Internal Affairs Supervisor;
  - 1.4.1(d) Appropriate Bureau Commander;
  - 1.4.1(e) Public Affairs Officer;
  - 1.4.1(f) Critical Incident Response Team.
- 1.4.2 Release supervision of the scene to the Crimes Against Persons Section Supervisor upon their arrival;
- 1.4.3 Provide CID with supplementary manpower, if requested;
- 1.4.4 Ensure continued crime scene security services by patrol until the Persons Section releases the scene.
- 1.4.5 In the event of an unintentional discharge without personal injury the following shall be notified:
  - 1.4.5(a) Chief of Police via Chain of Command;
  - 1.4.5(b) Inspections and Internal Affairs Supervisor;
  - 1.4.5(c) Appropriate Bureau Commander.

## **2 IMPLEMENTATION OF INVESTIGATION PROTOCOL**

### **2.1 Crimes Against Persons Section**

- 2.1.1 Crimes Against Persons investigators will direct the crime scene and investigative response as provided in SOG 402.2 – Crime Scene Management under the following circumstances:
  - 2.1.1(a) An officer has taken the life of a person;
  - 2.1.1(b) An officer has injured a person using lethal force;
  - 2.1.1(c) Incidents involving the use of any less lethal weapon causing life-threatening injury;
  - 2.1.1(d) By direction of a command officer.
- 2.1.2 In these instances, Patrol personnel will provide support to the Crimes Against Persons investigators.

### **2.2 Internal Affairs Unit**

- 2.2.1 The Internal Affairs Unit shall conduct an administrative investigation in the following cases:
  - 2.2.1(a) Firearm discharge by a department employee except for destruction of animals, marksmanship training, firearms training, ballistic tests, and sporting events;
  - 2.2.1(b) When an officer has taken the life of a person or a person

## **SOG 103.11**

### **Lethal Force Investigations and Follow-up**

Effective Date: 09/28/2017

dies while in custody;

2.2.1(c) Incidents involving the use of any less lethal weapon causing life-threatening injury;

2.2.1(d) Any other use of force incident as directed by the Chief of Police.

## **3 RESPONSE BY CRIMES AGAINST PERSONS SECTION**

### **3.1 Crimes Against Persons Section Commander**

3.1.1 Direct overall management of the investigation.

3.1.2 Supervise follow-up investigation team.

3.1.3 Coordinate with the crime scene supervisor.

3.1.4 Coordinate with the Public Affairs Officer.

3.1.5 Update the appropriate Bureau Commander, Investigations and Support Services Bureau Commander, Internal Affairs Sergeant, and Chief of Police.

3.1.6 Implement the major case management process.

### **3.2 Violent Crimes Unit Sergeant**

3.2.1 Expedite arrival on-scene.

3.2.2 Assign investigative personnel at the scene.

3.2.3 Determine need for and notification of Homicide Response Team personnel.

3.2.4 Coordinate crime scene activities with the follow-up investigation team and Persons Section Commander.

3.2.5 Notify the medical examiner, if homicide.

3.2.6 Notify the Greene County Prosecutor's Office and maintain a close liaison with them throughout the course of the investigation.

3.2.7 Notify family of the victim, if not an officer.

3.2.8 Release the scene when all evidence collection is complete.

### **3.3 Crimes Against Persons Section Crime Scene Investigation Team**

3.3.1 Expedite arrival on-scene.

3.3.2 Conduct preliminary field investigation.

3.3.3 Execute search warrant(s), if needed.

3.3.4 Conduct neighborhood canvass.

3.3.5 Process the crime scene. Collection and preservation of physical evidence should include, as relevant to the case:

[REDACTED]

**SOG 103.11**

**Lethal Force Investigations and Follow-up**

Effective Date: 09/28/2017

[REDACTED]

3.4 Crimes Against Persons Section Follow-up Team

- 3.4.1 Interview witnesses and suspects.
- 3.4.2 Apply for search warrant(s), as needed.
- 3.4.3 Continue investigation and prepare criminal case report.
- 3.4.4 Attend autopsy if necessary and document/collect physical evidence.

[REDACTED]

## **SOG 103.11**

### **Lethal Force Investigations and Follow-up**

Effective Date: 09/28/2017

#### **5 CRIMINAL CASE REPORT**

5.1 The Crimes Against Persons investigation team shall complete a thorough criminal case report and submit it to the Greene County Prosecutor's Office for review. (CALEA 82.2.1(a)) <sup>2</sup>

5.1.1 A copy of the case report shall also be given to the Inspections and Internal Affairs Unit.

#### **6 LETHAL FORCE REVIEW PANEL <sup>3</sup>**

6.1 Upon completion of all criminal and administrative lethal force investigations and prosecutor review, the Chief of Police will hold a Lethal Force Review Panel.

6.2 The purpose of the panel shall be nondisciplinary in nature. It will review the lethal force incident and the department's response with a focus on identifying aspects of policy, tactics, training, and involved equipment that worked well and/or could be improved.

6.3 The panel will consist of the Chief of Police, commanders from UOB and ISSB, the IIAU Sergeant (or representative), and anyone else appropriate as determined by the Chief of Police.

6.4 Convening of the panel will be documented in memorandum format.

6.5 Any changes to policy or training as a result of the panel's review will be submitted through the affected Bureau's chain of command or policy change order process.

#### **7 INVESTIGATION OF OFFICER-INVOLVED INCIDENTS REQUESTED BY OTHER LAW ENFORCEMENT AGENCIES**

7.1 Prior to acceptance of a request for investigation from another law enforcement agency, the Chief of Police will determine the precise nature, scope, and authority of the request.

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<sup>2</sup> Section 5.1 revised, spelling and CALEA standard reference correction, per Policy Change Order 17-043.

<sup>3</sup> Section 6 added ref. Lethal Force Review Panel, subsequent sections renumbered accordingly, per PCO 17-043.

## **SOG 103.11**

### **Lethal Force Investigations and Follow-up**

Effective Date: 09/28/2017

- 7.2 Request for "review" will involve a non-participatory assessment of the incident against commonly accepted practices and standards of criminal investigation.
- 7.3 Request to "investigate" will involve a complete, thorough, and active criminal investigation of the incident against standards presented in this policy. Standards will not be negotiated with agencies.
  - 7.3.1 Investigations will be conducted with the Crimes Against Persons Section staff as the lead and primary investigators. The agency must agree to subordinate administrative investigations to the criminal investigation or the Chief of Police will deny acceptance of the case.

## **8 NEWS MEDIA**

- 8.1 Release of information.
  - 8.1.1 All investigative information pertinent to an officer-involved shooting or other use of force is protected from disclosure under the Sunshine Law (RSMo Chapter 610), as an open criminal investigation or as a personnel record.
  - 8.1.2 All releases of information must be approved by the Chief of Police or designee.

## **9 EMPLOYEE SUPPORT SERVICES**

- 9.1 In cases where an employee uses force which causes death or life-threatening injury to another person, all employees directly involved in the incident will be required to undergo emotional debriefing with a qualified, department-furnished psychologist within five days of the incident, or as soon as practical.
  - 9.1.1 The purpose of this debriefing is to allow the officer to express his feelings and to deal with the moral, ethical, and/or psychological aftereffects of the incident.
  - 9.1.2 The psychologist will make a recommendation to the Chief of Police as to the employee's fitness for duty.
- 9.2 In cases where an employee uses lethal force, the involved employee(s) will have available to them the services of a police chaplain or a department-furnished psychologist.
  - 9.2.1 The purpose of this is to provide the officer with a source of professional consultation to aid them in dealing with the potential moral and ethical aftereffects of a lethal force incident.
  - 9.2.2 The services shall not be related to any department investigation of the incident and nothing discussed will be divulged to the department.
  - 9.2.3 The consultation sessions will remain protected by the privileged relationship.
  - 9.2.4 Counseling is also recommended for the spouse of the officer.



## **SOG 103.11**

### **Lethal Force Investigations and Follow-up**

Effective Date: 09/28/2017

- 9.2.4(b) The department will provide for transportation and counseling for the employee and spouse.
    - 9.2.5 The Chief of Police and the Director of Human Resources shall determine the duration of psychological services provided by the City.
  - 9.3 The Critical Incident Response Team will also be available to provide peer support and assist the involved officer(s).
- 10 **EXTRA-JURISDICTIONAL USE OF FORCE**
- 10.1 Springfield officers who use lethal force outside of their jurisdiction shall immediately report the incident through their chain of command as provided in SOG 101.3 – Limits of Authority and SOG 103.5 – Resistance Response.
    - 10.1.1 Unless unforeseen jurisdictional issues arise, the Chief of Police will request that a qualified agency with jurisdiction conduct the investigation.
  - 10.2 The Inspections and Internal Affairs supervisor shall conduct a standard use of lethal force investigation, coordinating with the appropriate law enforcement agency and ensuring compliance with Springfield Police Department policy.
- 11 **CIVIL RIGHTS INVESTIGATIONS**
- 11.1 The Department will respect the rights of the federal government to conduct an independent investigation.
  - 11.2 The Department shall respect the right of the employee not to talk to federal investigators without advice of counsel.
- 12 **ADMINISTRATIVE LEAVE (CALEA 1.3.8)**
- 12.1 Any employee directly involved in the use of any force which results in death or life threatening injury shall be placed on administrative leave. This leave shall be without the loss of pay or benefits, pending the results of the investigation. Assignment to administrative leave shall not be interpreted to imply that the employee has acted improperly.
  - 12.2 While on administrative leave, the employee shall remain available for official department interviews/statements regarding the incident and will be subject to recall to duty at any reasonable time. The employee shall not discuss the incident with anyone except prosecutors assigned to the case, personnel assigned to the investigation, the employee's private attorney, the employee's chosen clergy, the employee's immediate family, or members of the Critical Incident Response Team (CIRT).
  - 12.3 Upon returning to duty, the officer may be assigned to administrative duty for a period of time as deemed appropriate by the Chief of Police.

**SOG 103.11**

Lethal Force Investigations and Follow-up

Effective Date: 09/28/2017

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.12</b>
<b>Accreditation Index:</b> 26.1.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration	<b>Chapter Title:</b> Standards of Conduct		
<b>Chief of Police:</b>			

## Workplace Harassment

### I Policy

The purpose of this directive is to establish and maintain a healthy working environment and to provide procedures for reporting, investigating, and resolving complaints of all forms of harassment; including sexual harassment.

It is the policy of the Springfield Police Department that all employees have the right to work in an environment that is free of all forms of harassment. Harassment, in any form, will not be tolerated and necessary action will be taken to prevent and /or remedy any reported incidents of harassment. In particular, sexual harassment will result in vigorous intervention and severe disciplinary action.

### II Definitions

**SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

**UNLAWFUL HARASSMENT:** Conduct that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

## **SOG 103.12**

### **Workplace Harassment**

Effective Date: 10/06/2015

## **III Procedure**

### **1 PROHIBITED ACTIVITY**

- 1.1 No employee shall maliciously ridicule, mock, or belittle any person.
- 1.2 No employee shall make offensive or derogatory comments based on race, sex, religion, or national origin either directly or to a third party.
- 1.3 No employee shall sexually harass another person.
- 1.4 **Fraternization Restricted-Protected Classes**
  - 1.4.1 Employees, Police Cadets, Interns, and volunteers who are less than 21 years of age are considered a protected class of persons within the department. They are entrusted to us for direction, guidance, and assistance. Employees shall avoid inappropriate on-duty or off-duty relationships with this class of persons. Employees who develop such relationships are subject to disciplinary action.
    - 1.4.1(a) Inappropriate is defined as a relationship that involves sexual intimacy or dating.
    - 1.4.1(b) Cadet supervisors and Cadet commanders are not prohibited from dating other cadets however cadets have the same rights to complain of inappropriate conduct as any employee.
  - 1.4.2 Also protected is a group or person that, by the nature of their position is here for learning/developing experience or on the job training.
    - 1.4.2(a) Examples include but are not limited to:  
Police Academy trainees, officer trainees participating in the Field Training and Evaluation program engaged in relationships with supervisors, FTO's or other officers who evaluate or could be in a position to affect the evaluation of the new officer.
  - 1.4.3 This policy is not intended to affect relationships that existed prior to one or both parties becoming affiliated with the Department, providing that the pre-existing relationship is disclosed at the time of hiring nor would it apply to relationships that began prior to adoption of the policy.
- 1.5 Retaliation in any form against an employee for filing a harassment complaint or for assisting, testifying, or participating in the investigation of such complaint is strictly prohibited.
- 1.6 Displays of inappropriate posters, cartoons, other illustrations or photographs bearing sexual, suggestive, or improper content in offices at headquarters, substations, or undercover offices.

## **SOG 103.12**

### **Workplace Harassment**

Effective Date: 10/06/2015

1.7 Use of sexual terminology, phrases, or the telling of jokes may be offensive or insensitive to some people. It is the responsibility of the speaker to ensure that anything said will not be heard by any person who may be offended.

1.7.1 Professional terminology pursuant and necessary to an investigation is NOT restricted in any manner.

1.8 False accusations of workplace harassment are viewed to be as severe a form of misconduct as the harassment itself. Fabrications or false statements made in such cases will be thoroughly investigated and, if sustained, will be met with severe disciplinary action.

## **2 EMPLOYEE RESPONSIBILITIES**

2.1 Employees who encounter harassment should tell the harasser that their actions are unwelcome and offensive.

2.2 Employees may wish to report the incident to either:

2.2.1 Their immediate supervisor

2.2.2 Director of Human Resources (ext. 1600)

2.2.3 A supervisor other than their direct supervisor

2.2.4 Chief of Police

2.3 Nothing in the policy should be construed as to prohibit, inhibit, or restrict the right of an employee from filing a complaint or grievance with an appropriate outside agency.

## **3 SUPERVISOR'S RESPONSIBILITIES**

3.1 Supervisors who receive a complaint of harassment shall: <sup>1</sup>

3.1.1 Document the allegations from the reporting party and any other relevant information;

3.1.2 Explain to the involved employee such conduct may violate Standard Operating Guidelines and/or policies of the City of Springfield;

3.1.3 Notify the chain of command and determine if a temporary reassignment of the involved employee is required pending an investigation;

3.1.4 Forward the complaint to the Director of Human Resources;

3.1.5 Document the results of the investigation, as appropriate, in the involved employee's Performance Documentation File and ensure any resulting disciplinary/corrective action is carried out.

3.2 Supervisors shall assume responsibility for preventing harassment by: <sup>2</sup>

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<sup>1</sup> Section 3.1 revised, supervisor's responsibilities clarified, per Policy Change Order 15-038.

<sup>2</sup> Section previously numbered 3.2 was deleted, subsequent section (previously 3.3) was renumbered, per Policy Change Order 15-038.

## **SOG 103.12**

### **Workplace Harassment**

Effective Date: 10/06/2015

- 3.2.1 Educating employees about harassment, department and city policies, and procedures for resolving such problems;<sup>3</sup>
- 3.2.2 Monitoring their commands for signs of harassment or prohibited activity and taking appropriate intervention action;<sup>4</sup>
- 3.2.3 Isolating employees involved in such an incident from continued work contact through re-assignment, pending completion of the investigation. Care should be taken to ensure that this is NOT perceived by the complainant as a disciplinary action against them.<sup>5</sup>

#### **4 INSPECTIONS AND INTERNAL AFFAIRS RESPONSIBILITIES**

- 4.1 The IIAU Supervisor shall record and log any such complaint and shall direct an investigation alleging workplace or sexual harassment as provided in SOG 103.10 – Disciplinary Investigation Process.<sup>6</sup>

## **IV Attachment**

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3 Section 3.2.1 (previously 3.3.1) revised, punctuation correction, per Policy Change Order 15-038.

4 Section 3.2.2 (previously 3.3.2) revised, minor wording change, per Policy Change Order 15-038.

5 Section 3.2.3 (previously 3.3.3) revised, spelling corrections, per Policy Change Order 15-038.

6 Section 4.1 revised, punctuation change, per Policy Change Order 15-038.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 08/15/2013	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.13</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Administration	<b>Chapter Title:</b> Standards of Conduct		
<b>Chief of Police:</b>			

## Staff Inspections

### I Policy

Properly conducted staff inspections are essential to insuring compliance with agency standards and the law, providing quality and efficient law enforcement services, and to assist in future planning. Such audits enable the agency to identify problems early and to take corrective action.

It is the policy of the Springfield Police Department to conduct a program of regular staff inspections throughout all organizational components of the department once every three years. The Inspections and Internal Affairs Unit is responsible for conducting staff inspections and when doing so, is acting with the functional authority of the Chief of Police.

### II Definitions

**Staff Inspection-** an inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. A quality control, anticorruption management tool, designed to objectively review the department's organizational components. Examination of operations are conducted for efficiency, effectiveness, policy compliance, and adequacy of management controls. Results are reported to the Chief of Police.

**Organizational Components** – A subdivision of the agency, such as a bureau, division, section, unit, or position that is established to provide a specific function.

## **SOG 103.13**

### **Staff Inspections**

Effective Date: 08/15/2013

## **III Procedure**

### **1 ROUTINE STAFF INSPECTION PROCESS**

- 1.1 The supervisor of the Inspections and Internal Affairs Unit shall ensure that an audit is conducted within all organizational components once every three years.<sup>1</sup>
- 1.2 All personnel shall afford the IIAU inspector the highest courtesy and cooperation during the staff inspection. The inspector performs their duties with the full authority of the office of Chief of Police.

### **2 NOTIFICATION TO BUREAU COMMANDER**

- 2.1 Prior to conducting a routine staff inspection, the Inspections and Internal Affairs Supervisor shall conduct a Pre-Inspection Conference with the Bureau Commander and any other pertinent staff to establish the goals of the inspection and present the topic areas to be inspected.
  - 2.1.1 The purpose of this conference is informational, not negotiable.
- 2.2 The IIAU supervisor shall notify the Commander of the Bureau to be inspected in writing at least 5 working days prior to the Pre-Inspection Conference.

### **3 CRITICAL INCIDENT STAFF INSPECTIONS**

- 3.1 The Chief may order an “emergency” staff inspection at any time regardless of the scheduling of other such inspections;
- 3.2 When such an order is given, preliminary notification requirements by the Inspections and Internal Affairs Unit are suspended.

### **4 THE INSPECTION PROCESS**

- 4.1 The IIAU Supervisor, in conjunction with his chain of command, will determine the scope of the staff inspection.
- 4.2 The typical staff inspection process will normally include:
  - 4.2.1 A review of the condition and safe environment of working facilities;
    - 4.2.1(a) Quality of ventilation, temperature, lighting;
    - 4.2.1(b) Adequacy of facilities for conduct of business
  - 4.2.2 Inspection of equipment;
    - 4.2.2(a) State and readiness of equipment
    - 4.2.2(b) Sufficiency

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<sup>1</sup> Section previously numbered 1.1 and 1.1.1 pertaining to the inspection schedule deleted. Remaining sections renumbered as necessary, new Section 1.1 revised, per Policy Change Order 13-055, Effective Date 08/15/2013.



## **SOG 103.13**

### **Staff Inspections**

Effective Date: 08/15/2013

- 4.2.2(c) Downtime
    - 4.2.2(d) Compliance with inspection forms/frequency
  - 4.2.3 Inspection of vehicles;
    - 4.2.3(a) State and readiness of equipment
    - 4.2.3(b) Sufficiency
    - 4.2.3(c) Downtime
    - 4.2.3(d) Compliance with inspection forms/frequency
  - 4.2.4 Policy and Procedure;
    - 4.2.4(a) Compliance with directives pertaining to the function of the unit/section being inspected.
    - 4.2.4(b) Knowledge of staff about critical policies affecting their functions
    - 4.2.4(c) Availability of policy in their work area
  - 4.2.5 Files and Records including payroll records;
    - 4.2.5(a) Relevance of records on file
    - 4.2.5(b) Organization
    - 4.2.5(c) Consistency
  - 4.2.6 Supervision and Leadership;
    - 4.2.6(a) Descriptive narratives of command and supervisory staff, experience and functions
    - 4.2.6(b) Subjective evaluations of command and supervisory ranks by subordinate personnel as a group
    - 4.2.6(c) Use of employee questionnaire to develop findings
  - 4.2.7 Any other pertinent issues.
- 4.3 The methods used to conduct the staff inspection may include:
  - 4.3.1 Personal observations of the inspector(s);
    - 4.3.1(a) May include use of structured inspection report and notes
  - 4.3.2 Interviews with bureau, division, section, or unit staff;
    - 4.3.2(a) May include use of an interview questionnaire.
  - 4.3.3 Written questionnaires to employees and citizens concerning attitudes and how services are provided.
  - 4.3.4 Interviews with other persons inside and outside the department.

## **5 POST INSPECTION CONFERENCE**

## **SOG 103.13**

### **Staff Inspections**

Effective Date: 08/15/2013

5.1 The post inspection conference is a non-adversarial, informal, non-confrontational one on one exchange of information by the IIAU Supervisor with the recently inspected Bureau Commander.

5.2 The conference includes a summary of findings.

## **6 THE INSPECTION REPORT**

6.1 The inspection Report shall be completed within 30 days of the commencement of the inspection process;

6.2 The inspection Report shall be well-organized, easy to read, comprehensive and supported by documentation. It is a document that shall detail issues and concerns for the unit as well as positive observations.

6.3 The inspection report shall be subdivided as follows:

- 6.3.1 Organizational/sub-unit description
- 6.3.2 Mission and Purpose of the sub-unit
- 6.3.3 Staffing
- 6.3.4 Facilities and Equipment
- 6.3.5 Operations (Division of Labor)
- 6.3.6 Leadership (Command)
- 6.3.7 Training
- 6.3.8 Policies and Procedures
- 6.3.9 Files and Records
- 6.3.10 Miscellaneous Information
- 6.3.11 Recommendations
- 6.3.12 Appendices (Supporting Documentation)

## **7 FOLLOW-UP ON DEFICIENCIES**

7.1 The Bureau Commander's Follow-up Report

7.1.1 The Bureau Commander shall respond in writing to each of the findings/recommendations offered in the Staff Inspection Report within 30 days unless otherwise extended by the Chief of Police.

7.1.2 The follow-up report shall be addressed to the Chief of Police.

7.1.3 A follow-up inspection will be conducted by the IIAU Supervisor within 30 days of the Bureau Commander's follow-up report.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/31/2013	<b>Supersedes Policy Dated:</b> 03/31/2010	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>103.14</b>
<b>Accreditation Index:</b> 26.1.1 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Line Inspections

### I Policy

Line inspections are those inspections conducted by the employee's chain of command to determine if they are maintaining a professional appearance, are properly equipped, and are adhering to agency standards. Line inspections are critical activities essential to the proper discipline of officers and other police employees. Line inspections are a key responsibility of supervisors.

### II Definitions

**Formal inspection** – a focused, announced or unannounced examination of the employee's appearance, equipment, grooming, and workspace which occurs at a predetermined place and time and is always officially documented.

**Informal inspection** – a routine, casual examination of the employee's appearance, equipment, grooming and workspace which may occur at any time, including daily, and which may or may not be officially documented.

### III Procedures

#### 1 SUPERVISORY RESPONSIBILITY

- 1.1 First line supervisors have oversight responsibility for the appearance, grooming, equipment and workspace organization of staff assigned to their command.

## **SOG 103.14**

### **Line Inspections**

Effective Date: 03/31/2013

- 1.2 Standards for the conduct of inspections will be based upon regulations as set forth in SOG 103.1 Code of Conduct and in SOG 304.6 Police Uniforms and Appearance Regulations.<sup>1</sup>
- 1.3 Each formal inspection will be properly recorded on approved department records. Results of those records will be used as part of the subject employee's annual evaluation process.
- 1.4 All discrepancies identified by a supervisor during a formal or informal inspection shall be documented on the employee's Inspection Record and/or Performance Documentation File.
- 1.5 In the event an employee presents an unacceptable appearance during either a formal or informal inspection, the inspecting supervisor shall take immediate summary action and require correction of the deficiency.

## **2 INSPECTION RATINGS**

- 2.1 The following definitions and rating standards shall be used in conducting line inspections of employees:
  - 2.1.1 Unacceptable: The object or area of inspection fails to meet minimal acceptable standards, and is outside of policy. The condition does not present a satisfactory, professional, or functional image consistent with the expectations of the citizens we serve. Unacceptable deficiencies require correction prior to beginning duty. Examples include:
    - 2.1.1(a) Obviously soiled or damaged uniform;
    - 2.1.1(b) Part of the uniform missing or improperly worn;
    - 2.1.1(c) Obviously worn or damaged leather gear;
    - 2.1.1(d) No body armor immediately available;
    - 2.1.1(e) Haircut color or style not in compliance with SOG 103.1 Code of Conduct;
    - 2.1.1(f) Dirty fingernails or hair;
    - 2.1.1(g) Non-functional or unauthorized piece of equipment, weapon is dirty or too oily;
  - 2.1.2 Needs Improvement: The object or area of inspection fails to meet minimal acceptable standards but does not require immediate correction. Examples may include:
    - 2.1.2(a) Minor tarnishing of brass;
    - 2.1.2(b) Shoes needing higher polish;
    - 2.1.2(c) Hair in need of trim;

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<sup>1</sup> Section 1.2 corrected title of SOG 304.6, Police Uniforms and Appearance Regulations, per Policy Change Order 13-017, Effective Date 03/31/2013.

## **SOG 103.14**

### **Line Inspections**

Effective Date: 03/31/2013

- 2.1.2(d) Worn spots beginning to show in shirt or trousers;
  - 2.1.2(e) Polish on leather gear is worn.
- 2.1.3 Acceptable: The object or area of inspection meets department standards and the employee presents a positive image of the department.
  - 2.1.3(a) Uniform or clothing is clean and pressed with all buttons present, buttoned. A few loose threads may be visible;
  - 2.1.3(b) Hairstyle and personal grooming are within limits;
  - 2.1.3(c) Brass and leather are shined and clean;
  - 2.1.3(d) All required equipment is present, clean, properly secured and functional.
- 2.1.4 Outstanding: The object or area of inspection exceeds department standards and the employee exhibits obvious and genuine pride in their professional appearance.
  - 2.1.4(a) Brass is spotless and highly shined;
  - 2.1.4(b) Leather is clean and highly polished;
  - 2.1.4(c) No loose threads;
  - 2.1.4(d) Hair is properly and conventionally trimmed;
  - 2.1.4(e) Employee appears clean;
  - 2.1.4(f) Employee presents an exceptional overall appearance.
- 2.1.5 X: The equipment inspected is present and functional. A numerical rating is required only when the item is deficient or unavailable for inspection.

## **3 INSPECTION OF UNIFORMED POLICE OFFICERS**

- 3.1 Uniformed police officers will receive formal inspections regularly conducted by the immediate supervisor and/or commander;
  - 3.1.1 The supervisor shall conduct continuous informal inspections sufficient to insure proper appearance, equipping, and organization of personnel.
  - 3.1.2 At a minimum, supervisors shall conduct at least one formal inspection per month. This will include a complete inspection of all assigned weapons, equipment, and duty related gear.<sup>2</sup>
- 3.2 Additional formal or informal inspections may be conducted at any time.
- 3.3 Uniforms shall be worn as specified in SOG 304.6 Police Uniforms and

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<sup>2</sup> Section 3.1.2 revised per Policy Change Order 13-017, Effective Date 03/31/2013.

## **SOG 103.14**

### **Line Inspections**

Effective Date: 03/31/2013

Appearance Regulations.<sup>3</sup>

- 3.4 Formal inspections shall be recorded on the Uniformed Officer Inspection Form, SPD Form # 94-IN-0053.

#### **4 INSPECTION OF UNIFORMED NON-SWORN EMPLOYEES**

- 4.1 Uniformed non-sworn personnel will receive at least one formal inspection each month conducted by their immediate supervisor and/or commander;
  - 4.1.1 The supervisor shall conduct continuous informal inspections sufficient to ensure proper appearance, equipping, and organization of personnel.
- 4.2 Uniformed non-sworn employees shall include Police Services Representatives (PSR's) assigned to Records and Traffic Services Officers.<sup>4</sup>
- 4.3 Additional formal or informal inspections may be conducted at any time.
- 4.4 Uniforms shall be worn as specified in ISSB SSD SO 304.1, Support Services Division Uniform and Appearance Regulations, and UOB SO 304.3, Traffic Services Officer Uniform and Appearance Regulations.<sup>5</sup>
- 4.5 Formal inspections shall be recorded on the Non-Sworn Inspection Form, SPD Form # 97-AD-0282.

#### **5 INSPECTION OF NON-UNIFORMED POLICE OFFICERS**

- 5.1 Non-uniformed officers will receive at least one formal inspection each month conducted by their immediate supervisor and/or commander;
  - 5.1.1 The supervisor shall conduct continuous informal inspections sufficient to ensure proper appearance, equipping, and organization of personnel.
- 5.2 Additional formal or informal inspections may be conducted at any time.
- 5.3 Formal inspections shall be recorded on the Non-Uniformed Officer Inspection Form, SPD Form # 01-IN-0347 or the Special Investigations Section Inspection Form, SPD Form # 01-IN-0348.

#### **6 INSPECTION OF NON-UNIFORMED, NON-SWORN EMPLOYEES**

- 6.1 Non-sworn employees who do not wear any type of department-approved uniform are subject to formal inspection one time per month.

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3 Section 3.3 corrected title of SOG 304.6, Police Uniforms and Appearance Regulations, per Policy Change Order 13-017, Effective Date 03/31/2013

4 Section 4.2 revised, per Policy Change Order 13-017, Effective Date 03/31/2013.

5 Section 4.4 revised, per Policy Change Order 13-017, Effective Date 03/31/2013.

## **SOG 103.14**

### **Line Inspections**

Effective Date: 03/31/2013

- 6.1.1 The supervisor shall conduct continuous informal inspections sufficient to ensure proper appearance, equipping, and organization of personnel.
- 6.2 Command officers in the non-uniformed, non-sworn employee's chain of command may conduct formal or informal inspections, in addition to those conducted by the supervisor, at any time.
- 6.3 Formal inspections shall be recorded on the Non-Sworn Inspection Form, SPD Form # 97-AD-0282.

## **7 DISCREPANCIES AND SUPERVISORY FOLLOW-UP**

- 7.1 Discrepancies in appearance, equipment, or organization should be corrected as soon as possible and formally re-inspected by the supervisor.
- 7.2 If an unsatisfactory discrepancy cannot be corrected prior to the next official workday for the employee, the supervisor shall:
  - 7.2.1 Reassign the employee to a function not requiring public contact;
  - 7.2.2 Take immediate summary action pending administrative investigation of the incident and correction of the deficiency.
- 7.3 Supervisors may order the employee to purchase uniforms or equipment necessary to eliminate the deficiency.
  - 7.3.1 Failure or refusal to do so may be considered insubordination.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>104.2</b>
<b>Accreditation Index:</b> 17.4.2			
<b>Part Title:</b> Administration	<b>Chapter Title:</b> Administrative Support		
<b>Chief of Police:</b>			

## Fiscal Management

### I Policy

The Chief of Police has ultimate authority within the Police Department to create, administer, and control the Police Department budget. It is the policy of the Police Department to conform to the budgetary controls as established by the City Administration and City Council and published in the Purchasing Manual and Purchasing Manual Supplement. <sup>1</sup>

### II Definitions

**Cash Funds** – For purposes of this policy, cash is defined as currency, checks, money orders, cashier checks, and wire transfers. <sup>2</sup>

### III Procedure

#### 1 BUDGET ADMINISTRATION

1.1 Administration of the budget is the responsibility of the Chief of Police. The Financial Analyst assigned to the Chief of Police shall perform this function on a daily basis.

1.2 Each Bureau Commander is responsible for the proper administration, control, and expenditure of their respective bureau budgets as supervised by the Chief of Police.

#### 2 BUDGET PREPARATION

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<sup>1</sup> Policy Statement revised, outdated ordinance reference removed, per Policy Change Order 17-002.

<sup>2</sup> *Cash Fund* defined, per Policy Change Order 17-002.



## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

- 2.1 Preparation of each budget shall commence in November of the year preceding the fiscal year.
- 2.2 The Financial Analyst shall publish and disseminate a budget preparation schedule prior to the above date that shall ensure preparation and submission as required by the Finance Department.
- 2.3 The Financial Analyst shall maintain copies of all Budget Priorities and Capital Outlay requests that are declined or cut.
- 2.4 Each Bureau Commander is responsible for the preparation of their respective bureau budgets and in collaboration with the other Bureau Commander and the Chief of Police, they shall develop the Police Department Budget to include:
  - 2.4.1 Overtime Requests
  - 2.4.2 Capital Outlay Requests
  - 2.4.3 Supplies and Services Requests
  - 2.4.4 Police Department Priorities
- 2.5 The Financial Analyst shall prepare spreadsheets and comparative analysis tools to assist the budget development process.
- 2.6 Bureau budget submissions to the Financial Analyst shall be on forms provided by the Financial Analyst.
- 2.7 Budget Adjustments
  - 2.7.1 The Financial Analyst submits Police Department budget adjustments to the Finance Department as required.

## **3 PURCHASING**

- 3.1 All purchasing processes shall be in compliance with procedures as published by the Finance Department, and in the Purchasing Manual and Purchasing Manual Supplement. The Police Department requires additional, internal procedures for accountability and tracking of expenditures as herein contained.<sup>3</sup>
  - 3.1.1 Personnel within the Police Department who are authorized to perform purchasing shall be trained and registered with the Director of Finance.
  - 3.1.2 Purchase of items that are continually and regularly consumed can be through use of a Supply Contract or Price Agreement. Contact the Purchasing Division for assistance and direction.
- 3.2 Department Prepared Purchase Orders (PO)
  - 3.2.1 To be used for purchases up to \$5000. Purchases between \$2000 and \$5000 require a phone bid sheet to be completed and forwarded to the Police Departments Financial Analyst for approval prior to completion of the Purchase Order.

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3 Section 3.1 revised, outdated ordinance references removed, per Policy Change Order 17-002.

## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

- 3.2.2 Must be completely filled out and approved in Oracle prior to transaction.
- 3.2.3 Refer to Purchasing Manual, 13-3.202 and Purchasing Manual Supplement, "Purchases Under \$2,000" for restrictions.
- 3.2.4 The Financial Analyst shall maintain a log of all PO's prepared by Police Department personnel.
- 3.2.5 Purchase Order Preparation and Processing:
  - 3.2.5(a) Approved Police Department buyer prepares PO in Oracle.
  - 3.2.5(b) Electronically forward to Bureau Commander for review and approval.
  - 3.2.5(c) Bureau Commander electronically forwards to Financial Analyst to review PO and verify funds are available. The Financial Analyst will then approve PO, log PO and enter information in Police Department budget database.
  - 3.2.5(d) Purchaser receives electronic notification of approval in Oracle, prints PO, and completes purchase.
  - 3.2.5(e) Upon receipt of Invoice, receipt the good(s) in Oracle and prepares Accounts Payable/Invoice Register in Oracle with the appropriate invoice information. Match to the PO.
  - 3.2.5(f) Forward completed invoice register, original Invoice, and packing list(s) to the Financial Analyst for review, database adjustments (if necessary), signature and date approved for payment. Copies are retained in the office of the Financial Analyst and originals are forwarded to the Finance Department.
- 3.3 Requisitions
  - 3.3.1 Requisitions are applications for issuance of a Purchase Order by the City Purchasing Division, Finance Department.
    - 3.3.1(a) Requisitions shall be completed for purchases exceeding \$5,000.
      - 3.3.1(a.1) Formal bids are required for all purchases over \$5,000 as conducted by the Division of Purchasing.
        - 3.3.1(a.1.1) Bidding procedures are defined by regulations set forth in the Purchasing Manual and

## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

Purchasing Manual  
Supplement.<sup>4</sup>

- 3.3.2 Requisition Process:
  - 3.3.2(a) Complete Requisition in Oracle.
  - 3.3.2(b) Electronically forward to Bureau Commander for approval.
  - 3.3.2(c) Bureau Commander electronically forwards to Financial Analyst for review of completion, verification of funds availability, approval, entry into budget database, logging and retention of copies.
  - 3.3.2(d) Financial Analyst electronically forwards requisition to Purchasing.
- 3.4 Accounts Payable Without a Purchase Order

Refer to Purchasing Manual (13-3.207) and Purchasing Manual Supplement ("Acct. Payable"), and financial control procedures.

  - 3.4.1 When paying for items not purchased on a PO, such as payments for membership dues, utilities, etc., prepare an Accounts Payable/Invoice Register in Oracle.
  - 3.4.2 Processing:
    - 3.4.2(a) Upon receipt of invoice, complete Accounts Payable/Invoice Register in Oracle with appropriate vendor number, vendor name, invoice number and amount, fund, low org number, account number. Accuracy of entries is essential to processing.
    - 3.4.2(b) Forward Accounts Payable/Invoice Register and original invoice to Financial Analyst for review, database entry, signature and date for approval of payment. Copies are retained in office of Financial Analyst and originals are forwarded to Finance Department.
- 3.5 Emergency Purchasing Procedures

All Emergency Purchasing Procedures are defined in the Purchasing Manual (13-3.300 through 13-3.304) and the Purchasing Manual Supplement ("Emergency Purchases").

  - 3.5.1 General
    - 3.5.1(a) Major case investigations, natural disaster or other critical event may occur which threaten public safety, health, and welfare.

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<sup>4</sup> Section 3.3.1(a.1.1) revised, minor wording change, per Policy Change Order 17-002.

## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

- 3.5.1(b) Specific conditions are defined in regulations promulgated by the City Purchasing Agent.
    - 3.5.1(c) Written determination of the basis for the emergency and selection of a particular contractor is required to be included in the contract file.
  - 3.5.2 Normal Working Hours: Purchases Exceeding \$5,000
    - 3.5.2(a) Designee of Chief of Police will prepare requisition in Oracle and explain the reason for selection of vendor or contractor.
    - 3.5.2(b) Electronically forward to Financial Analyst for review of completion, verification of funds availability, approval, entry into Police Department budget database, logging, and retention of copies.
    - 3.5.2(c) Financial Analyst electronically forwards requisition to Purchasing.
    - 3.5.2(d) Purchasing Agent will issue Purchase Order number.
    - 3.5.2(e) Emergency Purchases exceeding \$20,000 requires verbal approval of the City Manager.
  - 3.5.3 Emergencies Outside Normal Working Hours:
    - 3.5.3(a) Direct purchase is authorized by the Chief of Police or his designee.
    - 3.5.3(b) Designee of Chief of Police will prepare requisition in Oracle and explain the reason for selection of vendor or contractor.
    - 3.5.3(c) Electronically forward to Financial Analyst for review of completion, verification of funds availability, approval, entry into Police Department budget database, logging, and retention of copies.
    - 3.5.3(d) Financial Analyst electronically forwards requisition to Purchasing.
    - 3.5.3(e) Purchasing Agent will issue Purchase Order number.
  - 3.5.4 Emergency Appropriation
    - 3.5.4(a) The Chief of Police may seek appropriation from City Council of additional financial resources for overtime or other expenses as needed to restore the operating budget.
- 3.6 Vendor-Purchaser Relations/Ethics

## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

- 3.6.1 Vendors are certified only by the Purchasing Division according to regulations set forth in the Purchasing Manual.<sup>5</sup>
- 3.6.2 Guidelines for ethical relations with vendors are found in the Purchasing Manual Supplement (Vendor Relations).
- 3.6.3 Employees and relatives are prohibited from selling to the City of Springfield. Violation may result in the employee vacating their office (Springfield City Charter).
- 3.6.4 Employees shall never disclose information from other vendors.

## **4 ACCOUNTING SYSTEM**

- 4.1 All budget and accounting entries shall comply with the Oracle system defined by the Finance Department.
- 4.2 A complete listing of fund, low org and account numbers is available from the Financial Analyst or Finance Department.
- 4.3 Upon request, Commanders may receive monthly account reports detailing initial appropriation, expenditure, any funds encumbered, and remaining unencumbered balance. Note: Selected personnel have access to view the Police Department budget database.

## **5 CASH FUND PROCEDURES**

- 5.1 Disbursement Authority: (CALEA 17.4.2(c))
  - 5.1.1 No cash fund shall be established without authorization from the Director of Finance and the Chief of Police.
  - 5.1.2 No petty cash fund transaction shall exceed \$100.
  - 5.1.3 Disbursements from the Investigative Fund are controlled by SOG 402.7 – Investigative Funds [REDACTED]
  - 5.1.4 All other cash funds are non-discretionary meaning that their monies must be submitted in total to a specific legal authority and may not be disbursed for any other purpose.
- 5.2 Records: Record keeping procedures are established by the Finance Department and may differ from fund to fund; however, all funds shall utilize, at a minimum:
  - 5.2.1 Ledger or balance sheet showing initial balance, credits (cash income received), debits (cash disbursed), and balance on hand, and itemizing every transaction; or procedures approved by the Finance Department. (CALEA 17.4.2(a))

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5 Section 3.6.1 revised, outdated ordinance reference removed, per Policy Change Order 17-002.

## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

- 5.2.2 Receipts or other documentation for cash received; or procedures approved by the Finance Department. (CALEA 17.4.2(b))
- 5.2.3 Records, invoices, bills or other documentation for cash expenditures; (CALEA 17.4.2(d))
- 5.3 Custodian: Designated, named custodian(s) responsible for supervision of the fund. Positions authorized to disburse or accept cash include: (CALEA 17.4.2(e))
  - 5.3.1 Records Section: The monies received in Records Section are delivered to the Finance Department as needed, but no less than once per week, and are verified by the Finance Department upon receipt.
    - 5.3.1(a) The custodian shall be the Police Services Administrator.
    - 5.3.1(b) Positions authorized to disburse or accept cash include the Police Services Shift Leaders, Police Services Representatives, Clerical Assistants, 2nd and 3rd Shift Police Officers assigned to TELCOM, and Police Services Assistants.
  - 5.3.2 Investigations and Support Services Bureau (ISSB) Office Administrator (petty cash custodian)
    - 5.3.2(a) Photo and Video Services
      - 5.3.2(a.1) The ISSB Office Administrator receives fees for photos and videos provided to the public.
      - 5.3.2(a.2) Receipts are stored until a remittance form is prepared and the remittance of funds is forwarded to the Police Department Financial Analyst. No funds shall be retained by the Office Administrator longer than 10 working days before forwarding to the Financial Analyst. The Financial Analyst will then forward it to the City Finance Department.
    - 5.3.2(b) False Alarm Fees
      - 5.3.2(b.1) All monitoring and billing of false alarms will be outsourced to a third party vendor.
      - 5.3.2(b.2) The ISSB Office Administrator shall be responsible for depositing the remittance of false alarm fees collected by the third party vendor.
    - 5.3.2(c) Car Fax Fees

## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

- 5.3.2(c.1) The ISSB Office Administrator receives payments from Records for Car Fax reports once a month.
  - 5.3.2(c.2) Receipts are stored until a remittance form is prepared and the remittance of funds is forwarded to the Police Department Financial Analyst. No funds shall be retained by the Office Administrator longer than 10 working days before forwarding to the Financial Analyst. The Financial Analyst will then forward it to the City Finance Department.
- 5.3.3 Internal Affairs Administrative Assistant (petty cash custodian)
- 5.3.4 Investigative Funds (see SOG 402.7, Investigative Funds).
  - 5.3.4(a) Narcotics and Special Investigations Supervisors
  - 5.3.4(b) Persons Section and Property Section Commanders
  - 5.3.4(c) Financial Analyst (petty cash custodian-undercover funds)
  - 5.3.4(d) Special Investigations Office Administrator (petty cash custodian – undercover funds)
- 5.3.5 Training Unit Receipts:
  - 5.3.5(a) Personnel from other law enforcement agencies attending training conducted by the SPD Training Unit are generally required to pay a tuition fee to the SPD.
  - 5.3.5(b) When the tuition payment is made, the Training Unit Administrative Assistant gives the attendee a receipt from a pre-numbered receipt book. A copy of the receipt is maintained by the Administrative Assistant.
  - 5.3.5(c) A remittance form is prepared, and the remittance and funds are forwarded to the Police Department Financial Analyst, who then forwards them to the Finance Department. No funds shall be retained by the Administrative Assistant longer than 10 working days before forwarding to the Financial Analyst.
  - 5.3.5(d) Custodians shall be the Training Unit Supervisor and Administrative Assistant.
- 5.3.6 Support Operations Section Administrative Assistant

## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

- 5.3.6(a) The Support Operations Administrative Assistant receives reimbursements to the City for damages to police vehicles (generally forwarded from the City Law Department).
  - 5.3.6(b) Receipts are stored until a remittance form is prepared and the remittance of funds is forwarded to the Police Department Financial Analyst. No funds shall be retained by the Administrative Assistant longer than 10 working days before forwarding to the Financial Analyst. The Financial Analyst will then forward it to the City Finance Department.
- 5.4 Other Cash Funds (CALEA 17.4.2(e))
  - 5.4.1 The Financial Analyst receives grant reimbursements in the form of checks and bank wires. A spreadsheet is maintained for each grant, which shows the monthly amount of reimbursement to receive and when it is remitted (in the case of wire received, when it is journalized).
  - 5.4.2 The Financial Analyst receives monthly recoupment fees in the form of a check from the Greene County Circuit Clerk reference DWI recoupments.
  - 5.4.3 The Financial Analyst occasionally receives restitutions regarding drug cases. The restitutions are generally in the form of a check.
  - 5.4.4 The Financial Analyst occasionally receives checks for restitutions for “filing a false report,” etc., as well as checks from Police Department employees who have received payment for jury duty or witness fees, etc. Jury Duty payments to employees acting as citizens shall be kept by the employee.
    - 5.4.4(a) Payments to Police from Attorneys: When a Police employee in the capacity of their job is providing service to an attorney, they should not receive any payment from the attorney. If a payment is received (for example, a check arrives in the mail), the payment should be returned to the attorney. It should not be accepted by the City.
  - 5.4.5 Upon receipt of each check, the Financial Analyst immediately endorses the check with a “For Deposit Only, Treasurer’s Fund, City of Springfield, Police-Admin.” stamp. Remittance forms are prepared and are forwarded with the funds to the Finance Department.
- 5.5 Physical Security
  - 5.5.1 Each fund described in this section shall be stored in a secure lock box, lock bag, or cash register.



## **SOG 104.2**

### **Fiscal Management**

Effective Date: 04/04/2017

- 5.5.2 During hours when the custodian and/or designee are off-duty the secured lock box or lock bag shall be stored in a locked file cabinet, safe, or other means which offers access only to authorized personnel.

## **6 AUDITS AND REVIEWS**

- 6.1 All cash funds or accounts where department personnel receive, maintain, or disburse cash shall receive a compliance audit conducted by the Inspections and Internal Affairs Unit at least once each quarter. (CALEA 17.4.2(f))
- 6.2 The Finance Department will complete a cursory review and reconcile all investigative funds bank accounts semi-annually AND upon transfer of an SIS Supervisor or a Persons or Property Section Commander.
  - 6.2.1 Upon completion of each review, the Finance Department prepares a written report, which is then forwarded to the Chief of Police.
- 6.3 A report shall be submitted annually of all federal seizures and the proceeds received from those seizures. This shall be submitted by January 31<sup>st</sup> for the previous calendar year ending December 31<sup>st</sup> in accordance with Section 513.653, RSMo.
  - 6.3.1 In addition to providing the report to the State Auditor, copies of the report shall be provided to the Springfield City Clerk's office, the City of Springfield Director of Finance and the Missouri Department of Public Safety.
  - 6.3.2 The Missouri Department of Public Safety shall not issue funds to any law enforcement agency that fails to comply with the provision of this section.

## **7 FEDERAL GRANTS**

- 7.1 Before draw down requests are made by the Financial Analyst, the draw down request and related supporting documents are to be reviewed and approved by the Chief of Police or his designee. The Chief of Police or his designee shall also sign the draw down request form.
- 7.2 When there are subrecipients, and when applicable, the Financial Analyst will verify whether the subrecipients receiving American Recovery and Reinvestment Act (ARRA) funding from federal grants have registered with the CCR prior to distributing funds. The Financial Analyst will maintain a copy of the subrecipients' CCR document.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>201.1</b>
<b>Accreditation Index:</b> 31.2.1, 31.2.2 <sup>1</sup>			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Recruitment and Selection	
<b>Chief of Police:</b>			

## Recruitment of Police Officers

### I Policy

To establish guidelines within the Springfield Police Department for attracting quality personnel who are motivated, intelligent, ethical, progressive, and dedicated; and who represent the racial, ethnic, and gender composition of the community. (CALEA 31.2.1(a))

### II Definitions

### III Procedure

#### 1 RESPONSIBILITY

- 1.1 Although every member of the Department should act as recruiters during their daily contacts with the public, the responsibility and authority of the recruitment program shall belong to the SPD Resource Manager and the City of Springfield Human Resources Department. <sup>2</sup> (CALEA 31.2.1(c))

#### 2 MEMBER INVOLVEMENT

- 2.1 Recruitment teams shall consist of Human Resource staff and Springfield Police Officers who present a positive professional image and are effective oral communicators. <sup>3</sup>
- 2.1.1 Human Resource staff assigned recruitment activities will have specific knowledge concerning Equal Opportunity Employment/Affirmative Action and Americans with Disabilities Act policies of the City of Springfield, federal and state compliance

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<sup>1</sup> *5<sup>th</sup> Edition* removed from all CALEA Standard references throughout the policy, per PCO 17-057.

<sup>2</sup> Section 1.1 revised, terminology update, per Policy Change Order 17-057.

<sup>3</sup> Section 2.1 revised, minor wording changes throughout section, per Policy Change Order 17-057.

## **SOG 201.1**

### **Recruitment of Police Officers**

Effective Date: 04/20/2018

guidelines, community demographic characteristics, police officer selection processes including background investigation procedures, minimum qualification standards for police officer, Police Department recruitment needs, plans, and commitments, selection disqualification standards, written, oral, and physical agility examinations, career opportunities, salaries, benefits, and training, and skills in communications with various ethnic groups.

- 2.1.2 Police Officers assigned to the recruiting team shall have knowledge concerning minimum qualifications, the police officer selection process, and more specifically, about the skills, knowledge, and abilities necessary to perform the job, police department policies and procedures, and community characteristics that make Springfield an attractive place to live and work.
  - 2.1.2(a) Consideration should be given to officers who represent minority, ethnic, or gender status.
  - 2.1.2(b) Officers should exhibit positive motivation, work ethic, and support Police Department policies, goals, and objectives.
- 2.1.3 Selection for a recruitment team will depend heavily upon the operational requirements of the Uniform Operations Bureau.
- 2.1.4 The Investigations and Support Services Bureau Commander shall supervise the recruitment team.

## **3 RECRUITMENT PROGRAM <sup>4</sup> (CALEA 31.2.1)**

- 3.1 Members of the recruitment team will work with civic organizations, educational institutions and key community leaders to provide recruitment assistance, referrals, and advice about the Department.
- 3.2 Recruitment team members will make an aggressive effort to periodically visit colleges and universities and other sources of worthy candidates for the purpose of recruiting quality applicants to the Springfield Police Department.
- 3.3 Job announcements shall be the responsibility of the Human Resources Department and will contain a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position to be filled. The announcements will be posted and disseminated by the Human Resources Department. When possible, the announcement will be advertised in commercial, college, and other professional newspapers, magazines, or other media.
- 3.4 The Resource Manager shall work with the Human Resources Department to maintain professional quality recruitment brochures and videotapes that promote the image and mission of the Springfield Police Department. <sup>5</sup>
- 3.5 The Resource Manager will maintain a written Recruitment Plan for full-time sworn

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<sup>4</sup> Section 3 revised, minor wording changes and reorganization throughout the section, per PCO 17-057.

<sup>5</sup> Section 3.4 revised, terminology updated, per Policy Change Order 17-057.

## **SOG 201.1**

### **Recruitment of Police Officers**

Effective Date: 04/20/2018

personnel containing the following information: <sup>6</sup>

- 3.5.1 Recruiting objectives of the Springfield Police Department;
- 3.5.2 A description of actions to be taken to achieve the listed objectives;
- 3.5.3 Procedures for evaluating progress and making revisions to the plan.
- 3.6 The Resource Manager shall conduct a documented annual analysis of the recruitment plan detailing progress made toward the achievement of stated objectives and any revisions. (CALEA 31.2.2(a) and 31.2.2(b))
  - 3.6.1 The analysis report shall be forwarded to the executive command staff for review and input.

#### **4 AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY**

- 4.1 The Springfield Police Department shall at all times adhere to the City's Affirmative Action Plan and Equal Opportunity Plan in an effort to maintain a diverse workforce. <sup>7</sup>

## **IV Attachments**

- 1 Police Officer Recruitment Plan <sup>8</sup>

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<sup>6</sup> Section 3.5 revised, terminology updated, per Policy Change Order 17-057.

<sup>7</sup> Section 4.1 revised, wording correction, per Policy Change Order 17-057.

<sup>8</sup> Attachment 1 revised, Police Officer Recruitment Plan, per Policy Change Order 17-057.



# **SPRINGFIELD POLICE DEPARTMENT**



## **POLICE OFFICER RECRUITMENT PLAN**

### **I. OBJECTIVE**

The Springfield Police Department strives to seek, attract, and employ qualified individuals who are personable, motivated, intelligent, ethical, progressive, and dedicated to public service, who represent the racial, ethnic, and gender composition of our community.

### **II. PLAN**

1. Conduct recruitment activities both inside and outside of our jurisdiction by:
  - 1.1 Attending job fairs
  - 1.2 Conducting presentations at colleges in regards to a career in law enforcement.
  - 1.3 Publish job opportunities in various printed publications.
  - 1.4 Post job opportunities on the City of Springfield Website, Springfield Police Department Website and on "goSPD.com" the Springfield Police Department Recruiting Website.
  - 1.5 Distribute recruitment literature to organizations who are fluent in the community's minority and multi-cultural environment. This literature shall project officers as personable, professional, and integrated into the community, and will include women and minorities in law enforcement roles.
  - 1.6 Conduct a Police Academy Informational Seminar prior to each academy testing process. Topics that will be covered are:
    - 1.6.1 Physical Agility Test
    - 1.6.2 Written Test
    - 1.6.3 Background Investigation
    - 1.6.4 Post Offer Exams

### **III. EVALUATION AND REVISION OF THE PLAN**

1. The Resource Manager shall conduct a documented annual analysis of the Recruitment Plan. This report will be used to determine which type of recruiting method was most beneficial, if the recruitment activities targeted the demographic/geographic features of the agency's service area, and will help in determining how the plan should be modified. The report will include the following information:

- 1.1 A list of institutions where recruiting efforts were made through presentations at colleges, job fairs, etc.
- 1.2 A list and a copy of all printed publications identifying job opportunities at the Springfield Police Department.
- 1.3 A list of locations where recruitment literature was sent, if sent to additional locations other than the job fairs and colleges attended by the recruiting officer.
- 1.4 The number of applicants who participated in the Police Academy Informational Seminar.
- 1.5 The number of participants for the written exam, physical agility test, and oral interview.
- 1.6 A count of recruiting methods identified by each applicant pertaining to how they heard about the job opportunities at the Springfield Police Department (e.g. job fair, college presentations, website, publications, recruitment literature, etc.).
- 1.7 Identify how social media was used in recruiting efforts, to include the use of the Police Department's Facebook page, Twitter account, and Youtube channel to reach a larger audience with minimal expense.
- 1.8 Identify how material pertaining to Lateral Hire employment opportunities was made available to potential candidates while officers from other agencies were attending training at the Regional Police Fire Training Center.
- 1.9 Document all changes and/or additions made to the plan during the last year.
- 1.10 A description of testing demographics and diversity efforts.<sup>1</sup>
2. The Resource Manager will provide a copy of the report to the executive command staff.
3. The executive command staff will review the report and make suggestions for improvement to the plan.
4. The plan will be revised based on input from the command staff and will be distributed to the executive command staff and the City's Human Resources liaison.

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<sup>1</sup> Section 1.10 added regarding testing demographics and diversity efforts, per Policy Change Order 17-057.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 05/10/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>201.2</b>
<b>Accreditation Index:</b> 22.3.2, 32.1.1, 32.2.1, 32.2.7, 32.2.8, 32.2.10			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Recruitment and Selection	
<b>Chief of Police:</b>			

## Selection Process for Police Recruits

### I Policy

To establish procedures for the selection of qualified police recruits and the responsibilities of the department in the selection process. (CALEA 32.1.1)

### II Definitions

**Applicant** – Someone who has submitted an application with the City of Springfield for the position of police officer.

**Candidate** – An applicant who has received and accepted a Conditional Offer of Employment for the position of police officer.

### III Procedure

#### 1 QUALIFICATIONS

1.1 In order to maintain a professional and qualified Department, certain minimum hiring standards must be maintained. The minimum qualifications for the position of Springfield police officer are:

1.1.1 21 years of age by the date of commission.

1.1.2 A United States citizen.

1.1.3 Be in excellent physical condition.

1.1.4 Meet the vision tests that demonstrate the candidate is able to perform the essential functions of the position. This includes having vision correctable to 20/40, along with satisfactory color vision and depth perception.

## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

- 1.1.5 Meet the hearing standards test that demonstrates the candidate is able to perform the essential functions of the position.
- 1.1.6 Be able to acquire a valid Missouri class "F" driver's license by the time of appointment.
- 1.1.7 No objectionable tattoos or brands, and no tattoos or brands visible while on duty or representing the SPD in an official capacity, unless approved by the Chief of Police.
- 1.1.8 Except for the ears, no portion of the body may be pierced. The ears may not have more than four pierced holes, each.
- 1.1.9 Pass all required post-offer exams including: polygraph examination, drug screen (urinalysis), psychological examination, medical examination, final review, and a follow-up investigation (if needed).
- 1.1.10 Regular Academy Program applicant education requirements:
  - 1.1.10(a) Have 60 credit hours from an accredited college or university; or
  - 1.1.10(b) Have two years of active military service with an honorable discharge; or
  - 1.1.10(c) Possess a Missouri Class A certification or currently enrolled in a Class A POST program with successful completion of the POST exam within six months of application deadline; or
  - 1.1.10(d) Possess a Missouri Class B certification as a peace officer, plus two years full-time law enforcement experience within the last five years; or
  - 1.1.10(e) Have 30 credit hours from an accredited college or university and three years of experience as a Springfield police cadet.
- 1.1.11 Lateral Hire Program applicant education requirements:
  - 1.1.11(a) In addition to the Regular Academy Program applicant education requirements, lateral applicants must possess a Missouri POST Class A license and have a minimum of two years full-time sworn civilian police experience in any state, within the last five years.
    - 1.1.11(a.1) If an applicant does not possess a Missouri POST Class A certification but possesses a law enforcement certification through another state, they may participate in the testing process while seeking reciprocity through Missouri POST.
    - 1.1.11(a.2) Primary duties must include responding to calls for service, conducting preliminary and/or follow-up investigation of crimes, responding to traffic crashes, and apprehending, detaining, and arresting suspects.
  - 1.1.11(b) Currently certified as a law enforcement officer in the state of Missouri with a Missouri POST Class A certification.
    - 1.1.11(b.1) If in possession of a Missouri Class B certification, it must be upgraded to a Missouri Class A certification by the application deadline.



## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

#### **1.2 Automatic Disqualifiers**

##### **1.2.1 An applicant shall be automatically disqualified and ineligible for employment under any of the following conditions:**

- 1.2.1(a) The applicant has pled guilty or nolo contendere to, or has been found guilty of, or has a pending indictment for any Missouri felony or their equivalents.<sup>1</sup>
- 1.2.1(b) The applicant has been convicted of two moving violations from separate incidents within the past twelve months.
- 1.2.1(c) The applicant has been at fault in more than one traffic crash during the past twelve months.
- 1.2.1(d) The applicant has received a DWI, DUI, or BAC conviction within the past three years prior to the date of application.
- 1.2.1(e) The applicant has used controlled substances illegally within the last three years.
- 1.2.1(f) The applicant does not meet or has falsified any one of the requirements, or has made a false statement of material fact established concerning the examination for the position of police officer, or has otherwise been intentionally untruthful at any time during the hiring process.
- 1.2.1(g) The applicant has used or attempted to use political pressure or bribery to secure an advantage in an examination or other determining factor in securing a position as a police officer.
- 1.2.1(h) The applicant intentionally omits relevant information or fails to submit a complete, accurate, and truthful application for employment or background information questionnaire.
- 1.2.1(i) The applicant has sold, transported, traded or dispensed drugs illegally, or has sold or traded in any contraband.
- 1.2.1(j) The applicant has established an unsatisfactory employment or personnel record, evidenced by a reference check, of such a nature as to demonstrate unsuitability for employment.
- 1.2.1(k) The applicant has served in the Armed Forces and was released or discharged under less than honorable conditions.
- 1.2.1(l) The applicant violates or does not meet the requirements of the Merit Rules of the City of Springfield, Missouri, or the State of Missouri Public Safety Police Officers Standards and Training (POST) requirements. (Merit Rule 5.4; RSMo Chapter 590).
- 1.2.1(m) The applicant fails to return the Springfield Police Background Investigation Packet in a timely manner, it is returned intentionally incomplete, or verification of required information cannot be made with reasonable investigation.

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<sup>1</sup> Section 1.2.1(a) revised, redundant information deleted, per Policy Change Order 17-058.

## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

- 1.2.1(n) The applicant fails to provide documents requested for the purpose of conducting a background investigation (e.g. school transcripts, Authorization for Release of Personal Information, etc.).<sup>2</sup>
- 1.2.1(o) The applicant does not pass or complete the required post-offer examinations.
- 1.2.1(p) The applicant has received any conviction for domestic assault.<sup>3</sup>
- 1.3. Discretionary Disqualifiers
  - 1.3.1 An applicant may be disqualified and ineligible for employment based upon a review by the Springfield Police Department and/or Springfield Human Resources Department under any of the following conditions:
    - 1.3.1(a) The applicant has pled guilty or nolo contendere to, or has been found guilty of, or has a pending indictment for any misdemeanor charge, ordinance violation or infraction (including all Missouri class A, B, and C misdemeanors, or their equivalents).
    - 1.3.1(b) The applicant has abused/misused alcohol or a controlled substance without successfully completing an acceptable alcohol or substance abuse treatment program.
    - 1.3.1(c) The applicant is in arrears on taxes or has demonstrated an unwillingness to honor fiscal contracts or just debts.
    - 1.3.1(d) The applicant has been cited for an excessive number of traffic violations or one or more serious traffic violations.
    - 1.3.1(e) The applicant has a history of disgraceful conduct, moral turpitude, or has otherwise established a pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- 1.4 The disqualifiers listed in Sections 1.2 and 1.3 are given as basic guidelines and are not meant to be considered all-inclusive.

## **2 ADMINISTRATION<sup>4</sup>**

- 2.1 The Chief of Police, Director of Human Resources, Investigations and Support Services Bureau Commander, and Resource Manager, or their designees shall evaluate the selection process annually and make any necessary revisions or deletions.
- 2.2 Vacancies shall be filled at the discretion of the Chief of Police from the current eligibility list of police officer candidates provided by the Human Resources Department, based upon established periodic testing and other valid factors, such as background investigation information.
- 2.3 Testing for the position of police recruit will be conducted on a continual basis.

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<sup>2</sup> Section 1.2.1(n) revised, capitalization correction, per Policy Change Order 17-058.

<sup>3</sup> Section 1.2.1(p) added regarding domestic assault disqualification, per Policy Change Order 17-058.

<sup>4</sup> Section 2 revised, terminology updated throughout section, per Policy Change Order 17-058.

## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

- 2.4 The Resource Manager shall act as the Police Department's liaison to the Human Resources Department.
- 2.5 The Resource Manager and the Human Resources Department shall be responsible for the administration of the selection process.
- 2.6 Material generated and used during the selection process shall be stored in a secure area in the Resource Manager's Office or the Human Resources Department. All related material disposed of shall be shredded to prevent disclosure of information.
- 2.7 The Human Resources Department shall advise applicants of their success or failure in completing the physical agility and written tests within one week from the date the tests were administered.
- 2.8 After oral interviews are completed, the Human Resources Department will notify unsuccessful applicants/candidates, in writing and within 30 days, at any stage in the selection process in which they are no longer being considered for employment.
- 2.9 Applicants who fail any portion of the selection process are disqualified. If the applicant fails the written test or the physical agility/physical fitness test, they may retest during the next regularly scheduled selection process. If the applicant fails the oral interview, they must wait six months before reapplying for the position of police officer.
  - 2.9.1 If the applicant fails the written test or oral interview a second time, they must wait a period of one year before reapplying for the position of police officer.
  - 2.9.2 Any applicant who fails the written test or oral interview a third time is permanently disqualified.
- 2.10 The individual segments of the selection process shall be validated and have a practical value, using rating criteria or minimum qualifications that are job-related.
  - 2.10.1 The documentation for each segment shall be the responsibility of the Human Resources Department and, with the exception of background investigation paperwork, such documentation will be retained within that department.
- 2.11 All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
  - 2.11.1 The physical agility/physical fitness test shall be scored on a pass/fail basis.
  - 2.11.2 The written exam shall be scored by percentile.
  - 2.11.3 Oral interviews shall be based on percentage scoring.
  - 2.11.4 Background investigations shall be scored on a pass/fail basis.
  - 2.11.5 Polygraph examinations shall be administered to all candidates who receive a conditional offer for employment as a police officer.
    - 2.11.5(a) The results of the polygraph examination shall be used in conjunction with all other available information to support hiring decisions.
  - 2.11.6 The drug screening shall be administered to all candidates who receive a conditional offer for employment as a police officer and will be considered on a pass/fail basis.

## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

2.11.7 The written psychological test and psychological evaluation shall be administered to all candidates who receive a conditional offer for employment as a police officer and will be scored on a pass/fail basis.

2.11.7(a) All psychological reports are confidential. They will be maintained and stored in a locked file cabinet in the Human Resources Department separate from the candidate's other personnel records. (CALEA 32.2.8)

2.11.8 Medical tests shall be administered to all candidates who receive a conditional offer for employment as a police officer and will be considered on a pass/fail basis.

2.11.8(a) All medical reports are confidential. They will be maintained and stored in a locked file cabinet in the Human Resources Department separate from the candidate's other personnel records. (CALEA 32.2.7)

## **3 APPLICATION PROCESS**

3.1 A written application containing complete and accurate information will be filed with the City of Springfield Human Resources Department. All applications shall be screened and maintained by the Human Resources Department to ensure the applicant meets the minimum requirements for the position.

3.2 At the time formal application is made, the Human Resources Department shall inform the applicant of the following information in writing:

3.2.1 All elements of the selection process.

3.2.2 The expected duration of the selection process.

3.2.3 A list of areas from which polygraph questions will be drawn.

3.2.4 The City of Springfield's policy on reapplication, retesting, and reevaluation of applicants who are not appointed.

3.3 The City of Springfield Human Resources Department shall be responsible for all applications and records used in or pertaining to the hiring and selection process, with the lone exception being background investigation paperwork. All related materials shall be stored in locked files.

## **4 SELECTION PROCESS**

### **4.1 Testing Process**

4.1.1 Applicants will be notified by the Human Resources Department of the expected duration of the selection process. The Human Resources Department will notify qualifying applicants of test dates at least one week prior to the test being given. Applicants must pass each testing phase before proceeding to the next phase.

4.1.2 Applicants will be required to take entrance level examinations and must pass with a score equal to or greater than the minimum acceptable score established for that examination.

4.1.3 Written exams:

## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

- 4.1.3(a) Multiple choice reading comprehension/writing skills test (scored by percentile).
- 4.1.3(b) General police officer aptitude test (scored by percentage).
- 4.1.3(c) Failure to pass the written exam will eliminate the applicant from continuing the selection process.
- 4.1.4 Agility/physical fitness test (CALEA 22.3.2)
  - 4.1.4(a) The physical agility/physical fitness test is a timed 1/2 mile long obstacle course and will be graded on a pass/fail basis.
    - 4.1.4(a.1) The maximum allowable time for the Regular Academy Program applicants to complete the course shall be 7 minutes and 5 seconds.
    - 4.1.4(a.2) The maximum allowable time for the Lateral Hire Program applicants to complete the course shall be 5 minutes and 54 seconds.
      - 4.1.4(a.2.1) If an applicant does not meet the required time for the lateral hire program, but meets the required time for the regular academy program, they may choose to continue the hiring process as a regular academy program applicant.
  - 4.1.4(b) The obstacle course consists of the following 10 stations/tasks:
    - 4.1.4(b.1) 100 meter sprint;
    - 4.1.4(b.2) Vehicle push;
    - 4.1.4(b.3) Jump box;
    - 4.1.4(b.4) 6 foot wall climb;
    - 4.1.4(b.5) 3 foot wall climb;
    - 4.1.4(b.6) Window climb;
    - 4.1.4(b.7) Dummy drag;
    - 4.1.4(b.8) Subject resistance station;
    - 4.1.4(b.9) Stair climb;
    - 4.1.4(b.10) Trigger pull.
  - 4.1.4(c) This test may change as necessary to reflect current standards.
  - 4.1.4(d) Failure to pass the physical agility/physical fitness test will eliminate the applicant from continuing the selection process.
- 4.1.5 Oral Interview
  - 4.1.5(a) Advancement to this phase of the testing process is based upon satisfactory completion of the physical agility/physical fitness, multiple choice reading comprehension/writing skills, and general police officer aptitude tests.

## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

- 4.1.5(b) The oral interview shall be conducted using valid, nondiscriminatory procedures.
  - 4.1.5(c) Oral interview board members will be coordinated by the Resource Manager with the approval of the Director of Human Resources. Whenever possible, board members who are representative of race, sex, and ethnic groups within the community should be included in this process. <sup>5</sup>
  - 4.1.5(d) Failure to pass the oral interview will eliminate the applicant from continuing the selection process.
- 4.2 Background Investigation
- 4.2.1 A complete, thorough, and confidential background investigation will be conducted on applicants who have passed the testing process.
    - 4.2.1(a) The investigation will verify qualification credentials including the applicant's education, character, reputation, financial arrearage, driving record, criminal record, fingerprint record, military record, employment record, residency, and personal references. <sup>6</sup> (CALEA 32.2.1)
      - 4.2.1(a.1) Background investigations shall be conducted only by background investigators who have been specially trained to conduct such investigations. (CALEA 32.2.1)
      - 4.2.1(a.2) When conducting background investigations, investigators should refer to their experience and training, as well as, "The Sourcebook to Public Record Information" and "National Directory of Law Enforcement Administrators", which are available through the Resource Manager. Whenever possible, background investigators will conduct neighborhood checks, employment checks, applicant interviews, etc., in person.
      - 4.2.1(a.3) Background investigators shall report to the Resource Manager.
  - 4.2.2 Prior to the commencement of the background investigation, each applicant will be required to complete and sign the following documents:
    - 4.2.2(a) Background Investigation Questionnaire (SPD Form # 07-SP-0550).
    - 4.2.2(b) Background Investigation Waiver and Release of Personal Information Authorization (SPD Form # 12-SP-0619).
    - 4.2.2(c) Applicant Authorization for Procurement of Consumer Report (City of Springfield Human Resources Department form).
    - 4.2.2(d) U.S. Military Standard Form 180 (SF-180), if the applicant currently serves or has served in the military.

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<sup>5</sup> Section 4.1.5(c) revised, terminology updated, per Policy Change Order 17-058.

<sup>6</sup> Section 4.2.1(a) revised, terminology updated, per Policy Change Order 17-058.

## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

- 4.2.2(e) Fingerprints are taken electronically and submitted to the MSHP and FBI for the purpose of verifying the applicant's identity and to check for a criminal history.
  - 4.2.2(e.1) Two hard copies of the electronic fingerprints are printed. One copy is placed in the applicant's file. The other copy is sent to Missouri POST if the applicant is accepted into the academy.
- 4.2.3 Failure to complete and sign all required documents listed in 4.2.2 may eliminate the applicant from further consideration of employment.
- 4.2.4 If the questionnaire packet is returned incomplete or verification of required information cannot be made, or if it is not returned to the Resource Manager in a timely manner, the applicant may be disqualified.<sup>7</sup>
- 4.2.5 The applicant is required to provide the following:
  - 4.2.5(a) Birth certificate with a raised state seal.
  - 4.2.5(b) Sealed high school and/or college transcripts sent directly to the Springfield Police Department from the school, college, or university.
  - 4.2.5(c) A photocopy of a valid driver's license or other state-issued form of photo identification.
  - 4.2.5(d) A photocopy of a marriage certificate, if applicable.
  - 4.2.5(e) A photocopy of a dissolution of marriage certificate, if applicable.
  - 4.2.5(f) A photocopy of the U.S. Military DD-214, long form, if applicable.
  - 4.2.5(g) A photocopy of a high school diploma or G.E.D.
  - 4.2.5(h) The Springfield Police Background Information Questionnaire form completed accurately and in its entirety.
  - 4.2.5(i) Other information that may be needed to verify claims of skills, training, or eligibility for employment with the City of Springfield.
- 4.2.6 All information or material received or developed as a part of the background investigation shall be treated as confidential and shall be referred to as the Springfield Police Background Investigation Packet.
  - 4.2.6(a) After the hiring process is complete, the Resource Manager shall turn over all Background Investigation Packets to the Investigations and Support Services Bureau Commander.<sup>8</sup>
  - 4.2.6(b) Except as specifically noted in this section, no person shall have access to the information contained in this packet at any time without written permission from the Chief of Police.
  - 4.2.6(c) If a release of information is authorized, the release shall be made in the form of a photocopy of the desired information.

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<sup>7</sup> Section 4.2.4 revised, terminology updated, per Policy Change Order 17-058.

<sup>8</sup> Section 4.2.6 revised, terminology updated, per Policy Change Order 17-058.

## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

- 4.2.6(d) The original Springfield Police Background Investigation Packet shall remain in the custody of the Investigations and Support Services Bureau Commander at all times, except in rare circumstances (e.g., subpoenaed for court).
- 4.2.6(e) All information or material received shall be kept secure, during and after the investigation.
- 4.2.6(f) If the candidate is hired by the City of Springfield, their Background Investigation Packet shall be stored in a locked cabinet in a location designated by the Investigations and Support Services Bureau Commander, separate from all other files. This file must be retained for five years after the employee has separated from the City.
- 4.2.6(g) If the candidate is not hired, the Background Investigation Packet shall be stored in the same manner as above, but shall be destroyed five years from the date the investigation commenced.
  - 4.2.6(g.1) This allows for future reference concerning unsuccessful applicants who apply again at a later date.
  - 4.2.6(g.2) In case of litigation, Background Investigation Packets shall be retained for at least three years after adjudication. (References: Missouri Secretary of State General Records Retention Guidelines, GS 062 Employment Recruitment and Selection Records).
- 4.2.7 Persons who may possess or access a Background Investigation Packet: <sup>9</sup>
  - 4.2.7(a) Background investigator (but only files pertaining directly to the applicant they are investigating, and then only while the investigation is active)
  - 4.2.7(b) Resource Manager
  - 4.2.7(c) SPD Polygraph Technician (but only for the purpose of preparing questions for the respective candidate's polygraph examination)
  - 4.2.7(d) Training Section Commander (or designee)
  - 4.2.7(e) Support Services Division Commander (or designee)
  - 4.2.7(f) Investigations and Support Services Bureau Commander (or designee)
  - 4.2.7(g) Chief of Police (or designee)
  - 4.2.7(h) City of Springfield Director of Human Resources (or designee)
- 4.3 Review and Selection
  - 4.3.1 All individual Background Investigation Packets and test results shall be reviewed by, at minimum, the Resource Manager, Investigations and Support Services Bureau Commander, Chief of Police, and Director of the Human

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<sup>9</sup> Section 4.2.7 revised, minor wording changes and terminology updated, per Policy Change Order 17-058.



## **SOG 201.2**

### **Selection Process for Police Recruits**

Effective Date: 04/20/2018

Resources Department (or their designees) for the purpose of selecting the most qualified candidates.<sup>10</sup>

4.3.2 If an applicant is judged to be qualified to hold the position of police officer and an open position exists, a "Conditional Offer of Employment" will be made. Such an offer will be made in writing and signed by the Chief of Police, Director of Human Resources, and the prospective candidate. If the applicant fails to sign the Conditional Offer of Employment, they shall no longer be eligible for employment.

4.3.3 An applicant who has received and accepted a Conditional Offer of Employment will then be considered a "candidate" for the position of police officer.

#### **4.4 Post Job Offer**

4.4.1 A candidate must satisfactorily complete all the following steps of the hiring process to gain employment as a police officer with the City of Springfield.<sup>11</sup>

4.4.1(a) A polygraph examination shall be conducted by a certified polygraph technician trained to conduct such examinations and approved by the City of Springfield to administer the examination.

4.4.1(b) Drug screening (urinalysis) shall be conducted at a medical facility approved by the City of Springfield to conduct such tests.

4.4.1(c) Written psychological exams based upon accepted professional standards.

4.4.1(d) A psychological evaluation conducted by a licensed psychologist or psychiatrist, based on procedures established for law enforcement officers. (CALEA 32.2.8)

4.4.1(e) A medical examination shall be conducted by a licensed physician approved by the City of Springfield to perform such examinations. The examinations shall use valid, nondiscriminatory procedures to determine physical and medical fitness of the candidate for the position of police officer. This testing shall include hearing and vision tests. All medical, hearing, and vision testing pursuant to the police officer selection process conducted by the City of Springfield shall be at no cost to the candidate. Subsequent medical testing will be at the candidate's expense. (CALEA 32.2.7)

4.4.1(f) A final review and follow-up investigation. A final review may be conducted of each candidate concerning any new information received during the hiring process. Additional information or investigation may be requested. This review shall be made by, at minimum, the Resource Manager, Investigations and Support Services Bureau Commander, Chief of Police, and Director of the Human Resources Department (or their designees).

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<sup>10</sup> Section 4.3.1 revised, terminology updated, per Policy Change Order 17-058.

<sup>11</sup> Section 4.4.1 revised, minor wording changes and terminology updated, per Policy Change Order 17-058.

**SOG 201.2****Selection Process for Police Recruits**

Effective Date: 04/20/2018

- 4.5 Candidates who successfully complete all phases of the hiring process and are selected for the position of police officer shall serve a period of probationary status for a minimum of one year from the date of the beginning of the academy. (CALEA 32.2.10)

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 04/04/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>201.3</b>
<b>Accreditation Index:</b> 33.6.2, 41.1.4			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Recruitment and Selection	
<b>Chief of Police:</b>			

## Selection and Training for Specialized Assignment

### I Policy

The Springfield Police Department selects sworn personnel for specialized assignment based upon the characteristics essential to that specific duty post. It is the policy of the Department to select fully qualified personnel who volunteer for a post before selecting personnel who are not volunteers.

### II Definitions

**In-Service Training:** Mandatory training to be undertaken while in-service in the specialized position. A qualification for remaining in the position.

**In-Service Re-Training:** Mandatory re-certification or other re-training following initial training received on a subject or course (e.g. CPR recertification).

**Specialized Assignment:** An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

**Specialized Training:** Training to enhance the skills, knowledge, and abilities of the employee. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation.

**Temporary Duty:** A temporary assignment made to the overall benefit of the bureau or department. Temporary assignments are not subject to other procedures in this policy and shall not exceed six months without approval of the Chief of Police.

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

## **III Procedure**

### **1 SPECIALIZED ASSIGNMENT SELECTION**

- 1.1 The Police Department announces job openings in specialized assignments and selects personnel for those openings utilizing a selection process.

### **2 SPECIALIZED ASSIGNMENT VACANCY AND POSTING**

- 2.1 When a vacancy is anticipated or occurs, the Bureau Commander shall cause a job opening announcement to be published and disseminated throughout the department.
  - 2.1.1 Each specialized assignment announcement shall include a description of the job duties and any necessary training, knowledge, skills, qualifications, abilities, or certifications necessary for performance.
  - 2.1.2 Such announcements shall be displayed for a minimum of 10 days unless unusual circumstances exist requiring action more quickly.
  - 2.1.3 Such announcement shall also provide a description of the process to be used to select a candidate(s).

### **3 SELECTION PROCESS FOR SPECIALIZED ASSIGNMENT**

- 3.1 All selection processes shall include:
  - 3.1.1 Documentation review for compliance with basic qualifications and certification of Pre-Appointment Training;
  - 3.1.2 Evaluation of past work performance and employee job performance evaluation;
  - 3.1.3 Review of demeanor reports for each candidate;
  - 3.1.4 Formal or informal interview;
  - 3.1.5 Other processes as prescribed in the posting.
- 3.2 The Springfield Police Department is committed to selecting the best person for the position. If the selection process does not identify a suitable candidate, a qualified person will be assigned to the position.

### **4 RECORDS**

- 4.1 Bureau commanders shall retain selection records for duty assignments for a minimum of 3 years following selection. Release of information shall be at the direction of the Chief of Police. <sup>1</sup>

### **5 SPECIALIZED ASSIGNMENT CHANGES**

- 5.1 Recommendations for additions or deletions to the Specialized Assignment list shall

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<sup>1</sup> Section 4.1 revised, grammar correction, per Policy Change Order 18-006.

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

be sent through the chain of command. Each recommendation shall be accompanied by a statement of need and purpose for that assignment.

## **6 DURATION OF ASSIGNMENT**

- 6.1 It is reasonable for an officer to expect transfer out of a particular duty assignment prior to the conclusion of their career. No employee shall retain permanent title or expectation of permanency to any assignment for any predetermined, specified period.
- 6.2 Upon transfer from any specialized duty assignment, the officer will be provided adequate time to complete any open cases or tasks, or have such open cases or tasks reassigned, before taking on the responsibilities of their new assignment.
  - 6.2.1 Due to the timing of transfers, it is not always feasible for a transferring officer to complete all cases or tasks and at times it may be unreasonable to reassign them. If the situation dictates that the officer retain select cases or tasks, the transferring immediate supervisor will coordinate with the receiving immediate supervisor to outline a detailed plan of action for case/task completion. The plan of action will be documented via IDC to each of the affected Section Commanders. The receiving immediate supervisor will be responsible for ensuring the officer is allowed adequate time to complete any remaining cases or tasks in accordance with the documented plan of action.

## **7 TEMPORARY DUTY ASSIGNMENT**

- 7.1 Temporary assignments may be made when it is beneficial for the goals of the department or bureau. Temporary assignments may be made in the following situations:
  - 7.1.1 When unanticipated resource needs develop causing a time critical situation.
  - 7.1.2 When normal assignment resources have been restricted for varying reasons and varying times.
  - 7.1.3 When a supervisor requests a temporary assignment be considered for career development (i.e. temporary assignment to a specific unit)
  - 7.1.4 When an employee has a performance deficiency and temporary exposure to another aspect of policing will benefit the employee and the department
  - 7.1.5 When eligibility lists do not exist, or have expired
  - 7.1.6 When specialized skills are found in a very limited number of officers
  - 7.1.7 When limited funding exists to train employees
  - 7.1.8 When time constraints for training demands immediate placement
  - 7.1.9 When department needs require the immediate assignment of personnel until policy guidelines can be met.

## **8 ACTING POSITIONS**

- 8.1 Vacancies in positions of rank may occur for a number of reasons and officers of lower rank may be used to temporarily fill those positions. Filling of Acting Positions

### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

shall not be in conflict with Rule 8 of the City of Springfield Merit Rules.

- 8.1.1 Generally, an officer of only one rank lower in seniority will fill an Acting Position, however, there may be exceptions based upon need and availability of qualified persons within the affected chain of command.
- 8.1.2 Acting Positions for vacancies of short durations (less than four days) may be authorized by a Sergeant or above.
- 8.1.3 A Bureau Commander shall approve all Acting Positions of durations lasting from 4 to 28 days.
- 8.1.4 The Chief of Police shall approve all Acting Positions that are anticipated to last longer than 28 days and a Provisional Appointment shall be made.
  - 8.1.4(a) An Employee Change Form shall be completed.
- 8.1.5 In the event an Acting Position was not expected to exceed 28 days, however, circumstances cause it to do so, the Chief of Police may:
  - 8.1.5(a) Fill the position with another employee; or
  - 8.1.5(b) grant a Provisional Appointment and cause an Employee Change Form to be completed for the duration of the appointment.
- 8.1.6 Acting Positions shall not exceed 6 months in duration, without the approval from the Chief of Police.

### **9 SPECIALIZED ASSIGNMENTS INVOLVING CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES**

- 9.1 Some specialized duty assignments may be in a unit(s) that provides law enforcement services under a contract agreement (example: MSU Substation).
  - 9.1.1 Participation in a contracted law enforcement service arrangement will not penalize the participating employees nor in any way threaten their employment rights, promotional opportunities, training opportunities, or fringe benefits.

### **10 SPECIALIZED IN-SERVICE TRAINING AND ON-THE-JOB TRAINING**

- 10.1 The Police Department shall provide specialized training to personnel in preparation for selected job assignments and shall continue to provide such training subsequent to assignment. Some positions require specialized training prior to performing that function and other positions will require continued training during tenure in that assignment.
- 10.2 Specialized training and certification required by law, other governmental regulations, and sound management practice shall have priority. The Bureau Commander responsible for that function shall determine other continued education and training.
- 10.3 Supervisors of specialized positions shall insure that new employees and transfers receive documented on-the-job training necessary to provide proper orientation to the functions and officer requirements of the new job.

### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

- 10.3.1 The unit supervisor shall forward documentation of on-the-job training and orientation to the Training Unit to be included in the employees training record.

### **11 SPECIALIZED ASSIGNMENTS AND QUALIFICATIONS - Basic qualifications for each specialized duty post are as follows. Additional requirements may become necessary and will be added to the specialized assignment posting:**

#### **11.1 Community Services Section Officer/MSU Police Officer/Drury Police Officer:**

##### **11.1.1 Purpose:**

- 11.1.1(a) To work with the community to identify problems, develop solutions, and marshal government and community resources to implement those solutions, and to provide police services of a community-based nature to a specific geographic area.

##### **11.1.2 Qualifications:**

- 11.1.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.1.2(b) Non-probationary status;
- 11.1.2(c) Satisfactory rating on the most recent performance appraisal;
- 11.1.2(d) Excellent communication skills;
- 11.1.2(e) Demonstrated desire and ability to solve community problems.

##### **11.1.3 Required In-Service Training and/or Re-Training:**

- 11.1.3(a) Springfield Police Department Police Cyclist Course

#### **11.2 Community Services Section Support Sergeant:**

##### **11.2.1 Purpose:**

- 11.2.1(a) To coordinate and direct community policing services, problem solving, and resourcing to a pre-defined policing zone/area.
- 11.2.1(b) Provide oversight to Crime Prevention, Special Events, and K9 programs.

##### **11.2.2 Qualifications:**

- 11.2.2(a) Police Sergeant;
- 11.2.2(b) Prior community oriented policing experience preferred and demonstrated desire and ability to solve community problems;
- 11.2.2(c) Excellent interpersonal and communication skills;
- 11.2.2(d) Satisfactory prior performance appraisal.

##### **11.2.3 Required In-Service Training and/or Re-Training:**

- 11.2.3(a) Community Services Section Support Sergeant On-the- Job Training and Orientation.

#### **11.3 Community Services Section Support Corporal:**

##### **11.3.1 Purpose:**

- 11.3.1(a) Assists in the planning and coordination of all special events within the City of Springfield.

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

- 11.3.1(b) Coordinates with the City's Public Information Office on resolving service requests reported to their office.
- 11.3.1(c) Maintains liaison with residential and business area community organizations and agencies.
- 11.3.1(d) Provides supervision of the Community Services-Support Unit in the absence of the Unit's Sergeant.
- 11.3.1(e) Works with the City's Planning Department to provide oversight of the Department's response for Community Development Block Grants.
- 11.3.1(f) Maintains and oversees the day-to-day operations of the MCRV.

#### **11.3.2 Qualifications:**

- 11.3.2(a) Police Corporal;
- 11.3.2(b) Satisfactory annual evaluation;
- 11.3.2(c) Excellent oral and written communication skills;
- 11.3.2(d) Demonstrated desire and ability to solve community problems;
- 11.3.2(e) Possess excellent time management skills and be able to work without direct supervision.

#### **11.3.3 Required In-Service Training and/or Re-Training:**

- 11.3.3(a) Special Events On-the-Job Training and Orientation. <sup>2</sup>

### **11.4 Crime Prevention Officer:**

#### **11.4.1 Purpose:**

- 11.4.1(a) To implement effective crime prevention, homeland security and traffic safety education strategies;
- 11.4.1(b) Coordinate neighborhood watch groups and other community groups;
- 11.4.1(c) Conduct security surveys.

#### **11.4.2 Qualifications:**

- 11.4.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.4.2(b) Satisfactory annual evaluation;
- 11.4.2(c) Ability to communicate effectively in public presentations.

#### **11.4.3 Required In-Service Training and/or Re-Training:**

- 11.4.3(a) Crime Prevention Officer On-the Job Training and Orientation.

### **11.5 Crime Stoppers Coordinator:**

#### **11.5.1 Purpose:**

- 11.5.1(a) Coordinator for Springfield Area Crime Stoppers;
  - 11.5.1(a.1) Conducts tip research and analysis;
- 11.5.1(b) Collects, analyzes, and disseminates crime information;

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<sup>2</sup> Sections deleted pertaining to Center City Zone positions, subsequent sections were renumbered accordingly, per Policy Change Order 18-006.



### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

11.5.1(c) Coordinator for community intelligence programs;

11.5.1(d) Makes presentations and public appearances.

#### **11.5.2 Qualifications:**

11.5.2(a) Police Officer with at least 3 years SPD experience from date of last hire;

11.5.2(b) Satisfactory annual evaluation;

11.5.2(c) Effective written and oral communication skills;

11.5.2(d) At least basic proficiency with computers, internet research and computer applications such as Word, Outlook, Excel and Access.

#### **11.5.3 Required In-Service Training and/or Re-Training:**

11.5.3(a) Basic intelligence training including federal regulations dealing with intelligence systems.

### **11.6 Criminal Investigator:**

#### **11.6.1 Purpose:**

11.6.1(a) To conduct follow-up criminal investigations, conduct surveillance, reactive and proactive investigative strategies to apprehend criminal suspects,

11.6.1(b) Collect intelligence on criminal groups,

11.6.1(c) Conduct interviews, and

11.6.1(d) Develop quality criminal case investigation reports, assist with criminal prosecutions.

#### **11.6.2 Qualifications:**

11.6.2(a) Police Officer or Police Corporal with at least 3 years SPD experience from date of last hire;

11.6.2(b) Satisfactory annual evaluation.

#### **11.6.3 Required In-Service Training and/or Re-Training:**

11.6.3(a) Criminal Investigations Investigator On-the-Job Training and Orientation.

### **11.7 Criminal Investigations Sergeant:**

#### **11.7.1 Purpose:**

11.7.1(a) Monitor and evaluate investigator performance;

11.7.1(b) Coordinate investigative resources on major investigations;

11.7.1(c) Review and monitor individual criminal case investigation quality;

11.7.1(d) Assign cases and direct investigative resources effectively;

11.7.1(e) Respond to investigative service complaints.

#### **11.7.2 Qualifications:**

11.7.2(a) Police Sergeant;

11.7.2(b) Investigative experience preferred;

11.7.2(c) Satisfactory annual evaluation.

#### **11.7.3 Required In-Service Training and/or Re-Training:**

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

11.7.3(a) Criminal Investigations Supervisory On-the-Job Training and Orientation.

#### **11.8 DWI Officer:**

##### **11.8.1 Purpose:**

- 11.8.1(a) Pro-actively enforce DWI laws;
- 11.8.1(b) Participates in impaired driver prevention programs;
- 11.8.1(c) Works with Municipal and State prosecutors to produce effective DWI cases;
- 11.8.1(d) Works as part of a DWI enforcement TEAM dedicated to reducing the number of impaired drivers;
- 11.8.1(e) Other police duties as required.

##### **11.8.2 Qualifications:**

- 11.8.2(a) Police officer with at least 3 years SPD experience from date of last hire and at least 2 years experience in patrol;
- 11.8.2(b) Satisfactory IIAU Demeanor Report;
- 11.8.2(c) Satisfactory annual evaluation.

##### **11.8.3 Required In-Service Training and/or Re-Training:**

- 11.8.3(a) Drug Recognition Expert (DRE) training and certification;
- 11.8.3(b) Missouri DHSS Type 2 Breath Instrument Supervisor certification;
- 11.8.3(c) SFST Instructor training and certification.

#### **11.9 Field Training Officer:**

##### **11.9.1 Purpose:**

- 11.9.1(a) Act as the immediate supervisor for the assigned Probationary Officer.
- 11.9.1(b) Responsible for documenting all aspects of the Probationary Officer's training.
- 11.9.1(c) Evaluates the Probationary Officer on the various required job skills to be learned according to standardized evaluation guidelines.
- 11.9.1(d) At the end of the final phase of the Field Training Program recommends extension, release, or termination of the Probationary Officer.

##### **11.9.2 Qualifications:**

- 11.9.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.9.2(b) An officer who has demonstrated superior performance;
- 11.9.2(c) Has no history of excessive IA complaints;
- 11.9.2(d) Must have the desire to train;
- 11.9.2(e) Good written and verbal communication skills;
- 11.9.2(f) Satisfactory annual evaluation.

##### **11.9.3 Required In Service Training and/or Re-Training:**

- 11.9.3(a) New FTOs must complete a 40-hour basic Field Training Officer course;

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

- 11.9.3(b) Active FTOs must complete an annual 9-hour refresher/update course prior to being assigned a Probationary Officer.

#### **11.10 Inspections and Internal Affairs Investigator:**

##### **11.10.1 Purpose:**

- 11.10.1(a) To receive complaints concerning police service and conduct;
- 11.10.1(b) Conduct follow-up administrative investigations;
- 11.10.1(c) Develop complete case report on disciplinary issues,
- 11.10.1(d) Testify in administrative or criminal hearings.

##### **11.10.2 Qualifications:**

- 11.10.2(a) Two years experience as a Police Corporal;
- 11.10.2(b) Satisfactory annual evaluation;
- 11.10.2(c) Previous CID experience preferred.

##### **11.10.3 Required In-Service Training and/or Re-Training:**

- 11.10.3(a) Internal Affairs Unit On-the-Job Training and Orientation

#### **11.11 Inspections and Internal Affairs Sergeant:**

##### **11.11.1 Purpose:**

- 11.11.1(a) Coordinates disciplinary investigation system and professional licensing program.
- 11.11.1(b) Monitors and evaluates complaints, pursuits, and resistance response incidents.
- 11.11.1(c) Directs disciplinary investigations into officer misconduct.

##### **11.11.2 Qualifications:**

- 11.11.2(a) Police Sergeant;
- 11.11.2(b) Previous investigative supervision experience preferred;
- 11.11.2(c) Satisfactory annual evaluation.

##### **11.11.3 Required In-Service Training and/or Re-Training:**

- 11.11.3(a) Internal Affairs Supervisory On-the-Job Training and Orientation.

#### **11.12 Motorcycle Officer:**

##### **11.12.1 Purpose:**

- 11.12.1(a) Provides enforcement, escort, and other traffic services to public utilizing police motorcycle.

##### **11.12.2 Qualifications:**

- 11.12.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.12.2(b) Able to successfully complete Police Motorcycle Operator's Training Course;
- 11.12.2(c) Able to acquire Department of Revenue Motorcycle qualification;
- 11.12.2(d) Satisfactory annual evaluation.

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

#### **11.12.3 Required In-Service Training and/or Re-Training:**

11.12.3(a) Springfield Police Department Motorcycle Officer Certification Course;

11.12.3(b) Certified officers must participate in annual training dates to maintain certification.

#### **11.13 MSU Police Corporal:**

##### **11.13.1 Purpose:**

11.13.1(a) Provides police follow-up investigation services to the MSU Police Substation, and

11.13.1(b) Assists with coordination of community oriented policing resources within the quadrant.

##### **11.13.2 Qualifications:**

11.13.2(a) Police Corporal;

11.13.2(b) Prior investigative experience preferred;

11.13.2(c) Satisfactory annual evaluation.

##### **11.13.3 Required In-Service Training and/or Re-Training:**

11.13.3(a) Springfield Police Department Policy Cyclist Course

#### **11.14 MSU Police Sergeant:**

##### **11.14.1 Purpose:**

11.14.1(a) To coordinate and direct community policing services, problem solving, and resourcing to the defined MSU policing area.

11.14.1(b) Responsible for supervision of the MSU Police team and substation operation.

11.14.1(c) Responsible for administration of MSU police services agreement.

##### **11.14.2 Qualifications:**

11.14.2(a) Police Sergeant;

11.14.2(b) Prior community oriented policing experience preferred and demonstrated desire and ability to solve community problems;

11.14.2(c) Excellent interpersonal and communication skills;

11.14.2(d) Satisfactory prior performance appraisal.

##### **11.14.3 Required In-Service Training and/or Re-Training:**

11.14.3(a) Springfield Police Department Policy Cyclist Course

#### **11.15 Narcotics Investigator:**

##### **11.15.1 Purpose:**

11.15.1(a) Perform covert and/or overt investigations to include but not limited to:

11.15.1(a.1) Drug buys,

11.15.1(a.2) Search warrants,

11.15.1(a.3) Interdictions,

### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

11.15.1(a.4) Meth labs,

11.15.1(a.5) Knock and talks.

11.15.1(b) May work in an undercover capacity and will conduct follow-up investigations of patrol cases.

11.15.1(c) Will have regular interaction with other agencies and task forces.

11.15.1(d) May utilize technical surveillance equipment and be involved in high-risk operations.

#### **11.15.2 Qualifications:**

11.15.2(a) Police Officer with at least 3 years SPD experience from date of last hire;

11.15.2(b) Satisfactory annual evaluation.

#### **11.15.3 Required In-Service Training and/or Re-Training:**

11.15.3(a) Special Narcotics Investigator On-the-Job Training and Orientation.

11.15.3(b) Must be able to pass OSHA physical and attend DEA lab certification training.

### **11.16 Narcotics Unit Corporal:**

#### **11.16.1 Purpose:**

11.16.1(a) Perform duties of unit Sergeant when they are unavailable.

11.16.1(b) Act as the primary training officer for the Narcotics unit.

11.16.1(c) Provide investigative guidance and direction to narcotics investigators.

11.16.1(d) Interact with other agencies and organizations.

11.16.1(e) Assist in the planning and supervision of high-risk operations.

#### **11.16.2 Qualifications:**

11.16.2(a) Police Corporal;

11.16.2(b) Satisfactory annual evaluation.

#### **11.16.3 Required In-Service Training and/or Re-Training:**

11.16.3(a) Special Investigations Corporal On-the-Job Training and Orientation.

11.16.3(b) Must be able to pass OSHA physical and attend DEA lab certification training.

### **11.17 Narcotics Unit Sergeant:**

#### **11.17.1 Purpose:**

11.17.1(a) Provide liaison with local, state and federal drug investigation forces;

11.17.1(b) Assigns narcotics cases to investigators;

11.17.1(c) Coordinates investigative response to narcotics, organized crime, vice complaints;

11.17.1(e) Plans high risk investigative operations such as decoy, undercover buys and surveillance.

### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

##### **11.17.2 Qualifications:**

- 11.17.2(a) Police Sergeant;
- 11.17.2(b) Previous drug investigation experience preferred;
- 11.17.2(c) Satisfactory annual evaluation.

##### **11.17.3 Required In-Service Training and/or Re-Training:**

- 11.17.3(a) Narcotics Supervisory On-the-Job Training and Orientation.

#### **11.18 Police Service Dog Handler:**

##### **11.18.1 Purpose:**

- 11.18.1(a) To utilize Police Service Dogs superior sense of smell, hearing and physical apprehension capabilities to assist law enforcement personnel in the performance of their duties.

##### **11.18.2 Qualifications: (CALEA 41.1.4)**

- 11.18.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.18.2(b) Satisfactory annual evaluation;
- 11.18.2(c) Commitment to care for and house the canine at the officer's residence with a secure outdoor area that meets Department approval;
- 11.18.2(d) Commitment to remain in PSD unit throughout the service life of the canine;
- 11.18.2(e) Commitment to be available on 24-hour call-in status.
- 11.18.2(f) Upon selection, the Officer must:
  - 11.18.2(f.1) Attend a minimum 10-week basic training program approved by the PSD Training Program Coordinator.
  - 11.18.2(f.2) Pass the National Police Canine Association certification standards.

##### **11.18.3 Required In-Service Training and/or Re-Training: (CALEA 41.1.4)**

- 11.18.3(a) Participate or attend a minimum of 16 hours of PSD training each month
- 11.18.3(b) Complete annual recertification.
- 11.18.3(c) Maintain Patrol Rifle qualification

#### **11.19 Policy Corporal**

##### **11.19.1 Purpose**

- 11.19.1(a) Perform duties of Sergeant when they are unavailable;
- 11.19.1(b) Responsible for development and management of department policies;
- 11.19.1(c) Assist with the department's reaccreditation process.

##### **11.19.2 Qualifications**

- 11.19.2(a) Police Corporal;
- 11.19.2(b) Satisfactory annual evaluation;
- 11.19.2(c) Effective written and oral communication skills;

### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

11.19.2(d) Basic proficiency with computers and computer applications.

#### **11.19.3 Required In-Service Training and/or Re-Training:**

11.19.3(a) Policy and Accreditation On-the-Job Training;

11.19.3(b) Specialized accreditation training within one year of being appointed.

#### **11.20 Professional Standards and Crime Analysis Unit Supervisor**

##### **11.20.1 Purpose:**

11.20.1(a) Supervises the department policy and procedure system, accreditation process, research and development, crime analysis and the Crime Stoppers programs.

##### **11.20.2 Qualifications:**

11.20.2(a) Police Sergeant;

11.20.2(b) Satisfactory annual evaluation;

11.20.2(c) Effective written and oral communication skills;

11.20.2(d) At least basic proficiency with computers and computer applications such as Word, Outlook and Excel.

11.20.2(e) Ability to understand and interpret data in numerical, text, and graphic forms.

##### **11.20.3 Required In-Service Training and/or Re-Training:**

11.20.3(a) Professional Standards and Crime Analysis Supervisory On-the-Job Training and Orientation.

11.20.3(b) Specialized Accreditation Training within one year of being appointed.

#### **11.21 Resource Manager:**

##### **11.21.1 Purpose:**

11.21.1(a) Conducts/coordinates pre-employment and other background investigations as well as recruiting and hiring processes.

##### **11.21.2 Qualifications:**

11.21.2(a) Police Officer;<sup>3</sup>

11.21.2(b) At least 3 years SPD experience from date of last hire;

11.21.2(c) Satisfactory evaluation for last 2 years.

##### **11.21.3 Required In-Service Training and/or Re-Training:**

11.21.3(a) Resource Management On-the-Job Training and Orientation.

#### **11.22 Special Investigations Investigator:**

##### **11.22.1 Purpose:**

11.22.1(a) Perform covert and overt investigations into narcotics, organized crime, gang crimes, adult entertainment, prostitution, pornography, extremism, as well as a wide range of other crimes.

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<sup>3</sup> Section 11.21.2(a) revised, corporals no longer eligible for Resource Manager position, per PCO 18-006.

### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

11.22.1(b) May work in an undercover capacity and will have to interact regularly with multiple other agencies and task forces.

11.22.1(c) Use of highly technical equipment and sophisticated prosecution strategies, as well as high-risk operations.

#### **11.22.2 Qualifications:**

11.22.2(a) Police officer with at least 3 years SPD experience from date of last hire.

11.22.2(b) Satisfactory annual evaluation.

#### **11.22.3 Required In-Service Training and/or Re-Training:**

11.22.3(a) Special Investigations Investigator On-the-Job Training and Orientation.

### **11.23 Special Investigations Corporal:**

#### **11.23.1 Purpose:**

11.23.1(a) Assist in oversight of a wide range of special investigations.

11.23.1(b) Provides input into operational strategies for covert operations.

11.23.1(c) Provides guidance and supervisory assistance to undercover officers.

11.23.1(d) Facilitation, supervisory review and authorization of use of confidential funds, covert narcotics purchases and surveillance operations.

11.23.1(e) Interaction with other agencies and organizations.

11.23.1(f) Leadership role in unit on-the-job training of other officers.

11.23.1(g) Public education involvement.

11.23.1(h) Generally, an operational focus with supervisory or administrative functions on occasion.

#### **11.23.2 Qualifications:**

11.23.2(a) Police Corporal;

11.23.2(b) Satisfactory annual evaluation.

#### **11.23.3 Required In-Service Training and/or Re-Training:**

11.23.3(a) Special Investigations Corporal On-the-Job Training and Orientation.

### **11.24 Special Investigations Sergeant:**

#### **11.24.1 Purpose:**

11.24.1(a) Monitors/evaluates investigator performance,

11.24.1(b) Coordinates resources for street level investigations.

11.24.1(c) Monitors criminal case assignments, direction of proactive investigations.

11.24.1(d) Prepares statistical, trend, and criminal activity reports.

11.24.1(e) Liaison with numerous investigative agencies and task forces.

11.24.1(f) Coordinates investigation and operations in narcotics, organized crime, vice, and intelligence activities.

11.24.1(g) Maintains asset forfeiture records, expense records, grant applications, and grant administration.



### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

11.24.1(h) Department representative in numerous organizations.

#### **11.24.2 Qualifications:**

11.24.2(a) Police Sergeant;

11.24.2(b) Satisfactory annual evaluation.

#### **11.24.3 Required In-Service Training and/or Re-Training:**

11.24.3(a) Special Investigations Supervisory On-the-Job Training and Orientation.

### **11.25 Special Response Team Officer:**

#### **11.25.1 Purpose:**

11.25.1(a) Specializes in high risk warrant service, barricade, and hostage rescue operations.

11.25.1(b) May perform other routine policing duties as required.

#### **11.25.2 Qualifications:**

11.25.2(a) Police Officer with at least 3 years SPD experience from date of last hire;

11.25.2(b) Satisfactory annual evaluation.

#### **11.25.3 Required In-Service Training and/or Re-Training: (CALEA 33.6.2)**

11.25.3(a) SRT School, Springfield Police Department (80 hours);

11.25.3(b) Additional specialized training requirements for Marksmen Observers, NFDD, Less Lethal or Chemical munitions.

11.25.3(c) The Special Response Team Officers are required to have continued specialized training, conditioning, and practice to develop and enhance their specialized knowledge, skills, and abilities as well as to function as a team.

### **11.26 Special Response Team Corporal:**

#### **11.26.1 Purpose:**

11.26.1(a) Specializes in high risk warrant service, barricade resolution, and hostage rescue operations.

11.26.1(b) May perform other routine policing duties as required.

11.26.1(c) Provides supervisory/operational oversight in the absence of the SRT Sergeant.

#### **11.26.2 Qualifications:**

11.26.2(a) Police Corporal;

11.26.2(b) Prior Special Response Team experience preferred;

11.26.2(c) Satisfactory annual evaluation.

#### **11.26.3 Required In-Service Training and/or Re-Training: (CALEA 33.6.2)**

11.26.3(a) National Tactical Officers Association – recognized SWAT Supervisor School.

11.26.3(b) The Special Response Team Corporal is required to have continued specialized training, conditioning, and practice to develop and enhance

### **SOG 201.3**

#### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

their specialized knowledge, skills, and abilities as well as to function as a team.

#### **11.27 Special Response Team Sergeant:**

##### **11.27.1 Purpose:**

- 11.27.1(a) Provides direct supervision to the Red Team and Police Service Dog Units and operational supervision to the Blue Team.
- 11.27.1(b) Provides supervisory/operational oversight and coordination of activities for those officers tasked with serving high/unknown risk warrants, and resolving barricaded suspect/hostage-taking incidents.
- 11.27.1(c) Also supervises and coordinates other routine police duties as required.

##### **11.27.2 Qualifications:**

- 11.27.2(a) Police Sergeant;
- 11.27.2(b) Satisfactory annual evaluation;
- 11.27.2(c) Prior Special Response Team experience preferred.

##### **11.27.3 Required In-Service Training and/or Re-Training: (CALEA 33.6.2)**

- 11.27.3(a) National Tactical Officers Association – recognized SWAT Supervisor School.
- 11.27.3(b) The Special Response Team Sergeant is required to have continued specialized training, conditioning, and practice to develop and enhance their specialized knowledge, skills, and abilities as well as to function as a team.

#### **11.28 Traffic Officer:**

##### **11.28.1 Purpose:**

- 11.28.1(a) Provides diverse traffic enforcement, parking enforcement, training and education activities as needed.
- 11.28.1(b) Conducts routine and major crash investigation services.
- 11.28.1(c) Provides parade and dignitary escort, traffic control at special events.
- 11.28.1(d) Performs other police related duties as required.

##### **11.28.2 Qualifications:**

- 11.28.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.28.2(b) Satisfactory annual evaluation.

##### **11.28.3 Required In-Service Training and/or Re-Training:**

- 11.28.3(a) Basic Crash Investigation Course (40 hours);
- 11.28.3(b) Advanced Crash Investigation (80 hours);
- 11.28.3(c) Reconstruction Course (80 hours).

#### **11.29 Traffic Corporal:**

##### **11.29.1 Purpose:**

- 11.29.1(a) Conducts routine and major crash investigations.

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

11.29.1(b) Develops traffic operations plans and provides traffic control for special events.

11.29.1(c) Reviews traffic records and reports, and monitors traffic officers' performance in the absence of the traffic supervisor.

#### **11.29.2 Qualifications:**

11.29.2(a) Police Corporal;

11.29.2(b) Prior Traffic Services Section experience preferred;

11.29.2(c) Specialized traffic related training preferred;

11.29.2(d) Satisfactory annual evaluation.

#### **11.29.3 Required In-Service Training and/or Re-Training:**

11.29.3(a) Basic Crash Investigation Course (40 hours);

11.29.3(b) Advanced Crash Investigation (80 hours);

11.29.3(c) Reconstruction Course (80 hours).

### **11.30 Traffic Sergeant:**

#### **11.30.1 Purpose:**

11.30.1(a) Monitors and evaluates traffic crash data and coordinates effective Police Department response,

11.30.1(b) Schedules personnel, develops traffic operations plans for special events, reviews traffic records and reports,

11.30.1(c) Monitors and evaluates traffic officer performance.

#### **11.30.2 Qualifications:**

11.30.2(a) Police Sergeant;

11.30.2(b) Prior Traffic Section experience preferred;

11.30.2(c) Satisfactory annual evaluation.

11.30.2(d) Specialized traffic related training preferred;

#### **11.30.3 Required In-Service Training and/or Re-Training:**

11.30.3(a) Basic Crash Investigation Course (40 hours);

11.30.3(b) Advanced Crash Investigation (80 hours).

### **11.31 Training Officer:**

#### **11.31.1 Purpose:**

11.31.1(a) Coordinates academy or continuing education services to Police

11.31.1(b) Department employees in compliance with DPSPOST and CALEA standards.

11.31.1(c) Provides instruction, develops lesson plans, evaluates student performance,

11.31.1(d) Purchases supplies, maintains equipment and training facilities.

11.31.1(e) Performs other training related duties as required.

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

#### **11.31.2 Qualifications:**

- 11.31.2(a) Police Officer with at least 5 years SPD experience from date of last hire;
- 11.31.2(b) Prior Field Training Officer experience required;
- 11.31.2(c) POST Certified Instructor or able to qualify for same;
- 11.31.2(d) Satisfactory annual evaluation.

#### **11.31.3 Required In-Service Training and/or Re-Training:**

- 11.31.3(a) Instructor Development Training, approved by Missouri Department of Public Safety, Peace Officer Standards and Training Program;
- 11.31.3(b) Depending upon Training Unit assignment:
  - 11.31.3(b.1) 3<sup>rd</sup> Party licensing as determined by the Chief of Police.

#### **11.32 Training Corporal:**

##### **11.32.1 Purpose:**

- 11.32.1(a) Coordinates the specialty schools hosted by the Police Department.
- 11.32.1(b) Coordinates the Police Department professional development computer-based training program.
- 11.32.1(c) Supervises the Cadet Program and is the Assistant Academy Director.
- 11.32.1(d) Acts as an instructor for both the Academy and professional development training programs.
- 11.32.1(e) Develops programs and evaluates student performance.
- 11.32.1(f) Supervises the range and is responsible for the maintenance of range supplies, ammunition and department owned firearms.
- 11.32.1(g) Coordinates all range scheduling and is responsible for firearms training programs and the evaluation and direction of other firearms instructors.
- 11.32.1(h) Performs other training-related functions as required.

##### **11.32.2 Qualifications:**

- 11.32.2(a) Police Corporal;
- 11.32.2(b) Possesses or is qualified to obtain POST Certified Instructor or Specialist certification;
- 11.32.2(c) Satisfactory annual evaluation.

##### **11.32.3 Required In-Service Training and/or Re-Training:**

- 11.32.3(a) Instructor Development Training, approved by Missouri Department of Public Safety, Peace Officer Standards and Training Program;
- 11.32.3(b) Depending upon Training Unit assignment:
  - 11.32.3(b.1) 3<sup>rd</sup> Party licensing as determined by the Chief of Police.

#### **11.33 Training Unit Supervisor:**

##### **11.33.1 Purpose:**

- 11.33.1(a) Supervises all Police Department academy and continuing education programs in compliance with DPSPOST regulations and CALEA

## **SOG 201.3**

### **Selection and Training for Specialized Assignment**

Effective Date: 04/20/2018

standards

- 11.33.1(b) Monitors employee training records,
- 11.33.1(c) Conducts instruction,
- 11.33.1(d) Reviews and approves lesson plans,
- 11.33.1(e) Evaluates instructor performance,
- 11.33.1(f) Purchases supplies and equipment,
- 11.33.1(g) Evaluates student performance,
- 11.33.1(h) Schedules training programs.
- 11.33.1(i) Directs the Field Training Officer Program.

#### **11.33.2 Qualifications:**

- 11.33.2(a) Police Sergeant;
- 11.33.2(b) Possess POST Certified Specialist or Generalist Instructor certification or be able to obtain same;
- 11.33.2(c) Satisfactory annual evaluation;

#### **11.33.3 Required In-Service Training and/or Re-Training:**

- 11.33.3(a) Instructor Development Training, approved by Missouri Department of Public Safety, Peace Officer Standards and Training Program.

### **11.34 Volunteer Coordinator:**

#### **11.34.1 Purpose:**

- 11.34.1(a) Coordinates all volunteer-related activities,
  - 11.34.1(a.1) Oversees Cadet program and Cadet Academy,
  - 11.34.1(a.2) Coordinates the Citizen's Police Academy,
  - 11.34.1(a.3) Coordinates HEAT and Chaplain program,
  - 11.34.1(a.4) Manages the Volunteers in Police Service (VIPS)
  - 11.34.1(a.5) Assists with police officer recruitment as needed,
- 11.34.1(b) Other duties as assigned.

#### **11.34.2 Qualifications:**

- 11.34.2(a) Police Officer with at least 3 years SPD experience from date of last hire; <sup>4</sup>
- 11.34.2(b) Satisfactory annual evaluation.

#### **11.34.3 Required In-Service Training and/or Re-Training:**

- 11.34.3(a) Volunteer Coordinator On-the-Job Training and Orientation.

## **IV Attachments**

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<sup>4</sup> Section 11.34.2(a) revised, corporals no longer eligible for Volunteer Coordinator position, per PCO 18-006.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 02/20/2007	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>201.4</b>
<b>Accreditation Index:</b> 22.3.2 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Recruitment and Selection	
<b>Chief of Police:</b>			

## Employee Fitness for Duty Program <sup>1</sup>

### I Policy

The Springfield Police Department expects all members to be physically and mentally able to perform the duties of their positions. If it appears a member of the department is unable to perform those duties due to physical or mental reasons, the Chief of Police may order an employee to be examined by a physician or psychiatrist to determine the employee's ability to perform those duties to ensure safe and efficient conduct of department business and the well being of the employee.

### II Definitions

### III Procedure

- 1 All employees shall maintain a level of general physical fitness commensurate with their job classification and responsibilities.
- 2 Sworn officers shall participate in a fitness assessment once every three years, which compares their physical fitness to population norms. The purpose of this assessment is to provide information and individual consultation to the employee in order to assist him or her in maintaining or improving his or her level of fitness. <sup>2</sup> (CALEA 22.3.2 – 5<sup>th</sup> Edition)

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<sup>1</sup> This document has been revised to meet current formatting standards. Minor grammatical and/or typographical corrections have been completed as necessary. Per Policy Change Order 14-058, Effective Date 10/15/2014.

<sup>2</sup> Section 2 revised, participation in a fitness assessment once every three years is now mandatory, per Policy Change Order 14-058, Effective Date 10/15/2014.

## **SOG 201.4**

### **Employee Fitness for Duty Program**

Effective Date: 10/15/2014

- 3 When the Chief of Police has reasonable cause to believe an employee is unable to perform duties of his or her position due to physical or mental reasons, the Chief may order said employee to submit to an examination by a physician or a psychiatrist, at no cost to the employee.<sup>3</sup>
  - 3.1 It shall be the duty of any supervisor who has reasons to believe an employee is unable to perform the duties of his or her position to make a written report to the Chief of Police, describing the performance problems and facts which support the supervisor's belief the problems are caused by physical or mental reasons.
  - 3.2 The examining doctor and date and time of the examination will be determined by the Chief of Police and the Director of Human Resources.
  - 3.3 The employee shall report for examination at the date and time scheduled by the department, and shall cooperate fully with the examination.
  - 3.4 The employee shall sign a release authorizing the examining doctor to release examination results to the Chief of Police.
  - 3.5 The cost of examination as well as employee time for examination shall be paid by the City.
- 4 Failure by the employee to cooperate in this process, or to follow the procedure herein, shall be cause for disciplinary or corrective action.
- 5 **VOLUNTARY HEALTH SCREENINGS: CITY HEALTH INSURANCE PLAN**
  - 5.1 Annual medical examinations are recommended but not required for all Police Department employees. Costs for such examinations may be reimbursable under the City of Springfield Healthcare Plan.
  - 5.2 Annual health screenings are available free of charge to all City of Springfield Healthcare Plan insures.

## **IV Attachments**

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3 Section 3 revised, examination by a physician or psychiatrist is at no cost to the employee not the applicant as stated previously, per Policy Change Order 14-058, Effective Date 10/15/2014.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 06/30/2011	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>201.5</b>
<b>Accreditation Index:</b> 22.3.2 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Recruitment and Selection	
<b>Chief of Police:</b>			

## Physical Fitness Assessment Program

### I Policy

The Department Physical Fitness Assessment Program is a multi-purpose instrument designed to provide the following benefits to the department and individual sworn employees: (CALEA 22.3.2 – 5<sup>th</sup> Edition)

- 1 Provide a timed score in performance events to determine if minimum physical fitness standards are met for in-service officers, with respect to essential functions of the job of police officer.
- 2 Provide standard fitness criteria for academy participation and compliance with fitness requirements.
- 3 Provide a physical fitness evaluation for the employee and a basis for any necessary recommendations or counseling.
- 4 Provide data for the Physical Fitness Coordinator to track and evaluate individual and group fitness norms within the department.
- 5 Participation in the assessment for officers is mandatory. <sup>1</sup>

### II Definitions

### III Procedure

- 1 The Department Physical Fitness Assessment will be administered by a certified Physical Fitness Coordinator (I.A.R., A.C.S.M. or other provider).
- 2 Prior to participation in the Physical Agility Test/Obstacle Course, standard pre-screening

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<sup>1</sup> Policy Statement Section 5 revised, participation in the physical fitness assessment of officers is now mandatory, per Policy Change Order 14-059, Effective Date 10/15/2014.



## **SOG 201.5**

### **Physical Fitness Assessment Program**

Effective Date: 10/15/2014

information will be obtained and evaluated for any health risk factors by the Physical Fitness Coordinator. This will include: <sup>2</sup>

- 2.1 Age
- 2.2 Sex
- 2.3 Height
- 2.4 Weight
- 2.5 Body Composition
- 2.6 Existing Medical Conditions
  - 2.6.1 Medical conditions that could be detrimental or jeopardize the employee during the performance of the physical activity phase.

3 Upon receiving clearance from the Physical Fitness Coordinator, the employee will proceed with the performance phase of the physical fitness assessment. (CALEA 22.3.2 – 5<sup>th</sup> Edition)

3.1 All participating sworn personnel will be assessed using a Physical Agility Test/Obstacle Course. This course consists of a 1/2 mile run and successful completion of 10 stations/tasks that are located within the course.

3.1.1 This course will be timed and consist of the following stations:

- 3.1.1(a) 100 meter sprint;
- 3.1.1(b) Vehicle push;
- 3.1.1(c) Jump box;
- 3.1.1(d) 6 foot wall climb;
- 3.1.1(e) 3 foot wall climb;
- 3.1.1(f) Window climb;
- 3.1.1(g) Dummy drag;
- 3.1.1(h) Subject resistance station;
- 3.1.1(i) Stair climb;
- 3.1.1(j) Trigger pull.

3.1.2 All sworn personnel are encouraged to complete the timed course in less than 5 minutes and 54 seconds.

3.2 Full physical fitness assessments will be administered to Police Recruits at the beginning and end of the Academy.

3.2.1 Other interim event specific fitness tests may be given for evaluation purposes during the academy.

3.2.2 Police Recruits are required to pass the Academy Exit Physical Agility

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<sup>2</sup> Section 2 revised, identified the Physical Agility Test/Obstacle Course as the activity of the assessment program. Sections previously numbered 2.5, 2.6 and 2.9 pertaining to resting heart rate, resting blood pressure and tobacco usage were deleted, remaining sections renumbered as necessary. Per Policy Change Order 14-059, Effective Date 10/15/2014.

## **SOG 201.5**

### **Physical Fitness Assessment Program**

Effective Date: 10/15/2014

/Obstacle Course.

- 3.2.2(a) Police Recruits must complete the course in under 5 minutes and 54 seconds.
- 3.2.2(b) Police Recruits who complete the course in the allotted time have met the required standards for performing essential physical functions of a law enforcement officer.
- 3.2.2(c) Police Recruits who are unable to complete the course in the allotted time have failed to meet the required standards for performing essential physical functions of a law enforcement officer.

- 4 The Physical Fitness Assessment form, SPD Form # 01-SP-0382 will be used in the academy to record the results of each recruit's assessment.<sup>3</sup>

- 4.1 Upon completion, the recruit and the Physical Fitness Coordinator will each sign the form indicating knowledge of the results. The recruit will receive a copy of the form and the original will be filed in a locked confidential storage unit in the Physical Fitness Coordinator's office.<sup>4</sup>

## **IV Attachments**

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3 Section 4 revised, changed when the Physical Fitness Assessment form, SPD Form # 12-SP-0382 will be used, per Policy Change Order 14-059, Effective Date 10/15/2014.

4 Section 4.1 revised, changed employee to recruit, per Policy Change Order 14-059, Effective Date 10/15/2014.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 06/30/2012	<b>Supersedes Policy Dated:</b> 12/30/2011	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>201.6</b>
<b>Accreditation Index:</b> 32.1.1, 32.2.1 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Recruitment and Selection	
<b>Chief of Police:</b>			

## Selection Process for Non-Sworn Employees

### I Policy

To establish procedures for the selection of qualified non-sworn applicants to employment positions within the Springfield Police Department.

### II Definitions

### III Procedures

#### 1 JOB ANNOUNCEMENT

1.1 The Human Resources Department shall be responsible for posting all job announcements for non-sworn employment positions within the department.

1.1.1 The job announcement will contain the following:

1.1.1(a) A description of the duties, responsibilities, requisite skills, educational level and physical requirements for the position to be filled;

1.1.1(b) A statement advertising the department as an equal opportunity employer;

1.1.1(c) Information stating the application deadline.

1.1.2 The announcements will be advertised in commercial, college and other professional newspapers, magazines or other media such as the City of Springfield web site.

1.1.3 The Human Resources Department shall ensure that public notice of all entrance examinations is given at least seven calendar days in advance of the closing date for receiving applications.

## **SOG 201.6**

### **Selection Process for Non-Sworn Employees**

Effective Date: 06/30/2012

## **2 APPLICATION PROCESS**

- 2.1 A written application containing complete and accurate information will be filed with the City of Springfield Human Resources Department.
  - 2.1.1 All applications shall be screened and maintained by the Human Resources Department to ensure the applicant meets the minimum requirements for the position.
  - 2.1.2 An applicant may be disqualified and ineligible for employment based upon any of the conditions listed in the City of Springfield Merit Rule 5.4, Disqualification of Applicants.
- 2.2 At the time formal application is made, the Human Resources Department shall inform the applicant of the following information in writing:
  - 2.2.1 All elements of the selection process.
  - 2.2.2 The expected duration of the selection process.
  - 2.2.3 The City of Springfield's policy on reapplication, retesting and reevaluation of candidates who are not appointed.

## **3 SELECTION PROCESS**

- 3.1 The Human Resources Department is responsible for the initial screening of applicants, scheduling and administering all elements of the selection process.
  - 3.1.1 All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner within the classification.
- 3.2 The selection process may consist of, but is not limited to, the following elements:
  - 3.2.1 Typing test;
  - 3.2.2 Oral interview;
  - 3.2.3 Written test;
  - 3.2.4 Practical skills test.
- 3.3 Examinations shall be conducted on an open-competitive basis.
- 3.4 Open-competitive examinations shall be open to all applicants who meet the standard of requirements with regard to experience, education and training.
- 3.5 Examinations shall be practical and of a generally accepted nature, constructed to reveal the capacity of the applicant for the particular class of positions for which the applicant is competing, and the applicant's background and related knowledge shall be rated impartially.
  - 3.5.1 The applicant may be evaluated by education and experience and /or a test of capacity, knowledge, skills, abilities, and personal characteristics.

## **SOG 201.6**

### **Selection Process for Non-Sworn Employees**

Effective Date: 06/30/2012

- 3.5.2 Examination procedures will be established to assure that selection instruments will be reliable, valid, and objective.
- 3.6 When practicable, the identity of persons taking competitive assembled tests shall be concealed from the examiners by use of identification numbers.
- 3.7 Written Tests
  - 3.7.1 Any applicant taking an entrance written test for any position with the City who fails to make a passing grade may, with approval of the Director of Human Resources, retake the test at the next regularly scheduled time.
  - 3.7.2 If the applicant fails to make a passing grade on the second attempt, he will not be allowed to retake the test for such position until one year from the date of the second test.
  - 3.7.3 Failure to make a qualifying grade on a written test for a given position on the third attempt or failure to make a qualifying score before an oral board on the third attempt for the position is sufficient reason for permanent denial of any further consideration of the applicant.
- 3.8 The final rating shall be based upon a weighted average of the various parts of the total examination.
  - 3.8.1 All applicants for the same class of positions shall be accorded uniform and equal treatment to all phases of the rating procedure.
  - 3.8.2 A minimum passing score may be set for any part of the examination. Candidates may be required to attain at least a minimum score on each part of the examination in order to receive a passing grade or to be rated on the remaining parts of the examination.
  - 3.8.3 When the rating of education and experience forms a part or all of the examination, the formula used in appraisal shall give due regard to recency and quality, as well as quantity, of experience and pertinency and quality of the education.
  - 3.8.4 When an oral interview forms a part or all of the examination, an oral interview board shall be appointed consisting of two or more members. All candidates who qualify for the oral interview shall be rated by the same oral interview board.
- 3.9 After each open-competitive examination, the Director of Human Resources shall prepare a register of persons with passing grades.
  - 3.9.1 All fractional scores shall be rounded off to the nearest whole number.
  - 3.9.2 The names of individuals shall be placed on the register in the order of their final ratings, starting with the highest final rating.
- 3.10 All applicants not selected shall be notified in writing.

## **SOG 201.6**

### **Selection Process for Non-Sworn Employees**

Effective Date: 06/30/2012

- 3.10.1 Each internal applicant, or current City employee, shall be notified of his examination results as soon as practical after the rating of the examination has been completed or the register established.
  - 3.10.2 Each external applicant shall be notified of his examination results as soon as practical after the register is established or the position has been filled.
  - 3.10.3 All applicants shall be entitled to information concerning their relative position on the register upon request.
- 3.11 Records Retention
  - 3.11.1 The City of Springfield Human Resources Department shall be responsible for the maintenance of all applications, testing and employment records used in the hiring and testing process, with the lone exception being background investigation paperwork. All related materials shall be stored in locked files.
  - 3.11.2 The application and examining material of all applicants shall be stored in locked files in accordance with records retention requirements.
- 3.12 Eligibility List
  - 3.12.1 After the selection process is completed, the Human Resources Department will establish an eligibility list of all eligible applicants.
  - 3.12.2 The names of individuals shall be placed on the eligibility list in the order of their final ratings, starting with the highest final rating
  - 3.12.3 The applicants achieving the top three scores are then submitted to the hiring supervisor for selection.
- 3.13 Background Investigations and Polygraph Examinations
  - 3.13.1 A background investigation will be conducted on the individual selected. The extent of the investigation will vary, depending on the nature and sensitivity of the position, and may also include a polygraph examination.
  - 3.13.2 The background investigation shall include the candidate's education, character, reputation, financial arrearage, driving record, criminal record, finger print record, military record, employment record, residency, qualifications, personal references, and other pertinent information. The investigation shall include verification of qualifying credentials.
    - 3.13.2(a) Background investigations shall be conducted only by background investigators who have been specially trained to conduct such investigations.
    - 3.13.2(b) All information or material received or developed as a part of the background investigation shall be treated as confidential and shall remain in the custody of the

## **SOG 201.6**

### **Selection Process for Non-Sworn Employees**

Effective Date: 06/30/2012

Investigations and Support Services Bureau Commander at all times, except in rare circumstances (e.g., subpoenaed for court). All information or material received shall be kept secure during and after the investigation. If the candidate is hired by the City of Springfield, their respective Background Investigation Packet shall be stored in a locked cabinet in a location designated by the Investigations and Support Services Bureau Commander, separate from all other files.<sup>1</sup>

3.13.3 If Required, Polygraph examinations shall be conducted by a certified polygraph technician trained to conduct such examinations and approved by the City of Springfield to administer the examinations.

3.13.3(a) A list of areas from which the polygraph questions will be drawn shall be supplied to the candidate prior to the polygraph examination.

3.13.3(b) The examination shall not be used as the single determinant of employment status. The results shall be used, together with other information, to support hiring decisions.

#### **3.14 Psychological Evaluations and Physical Examinations**

3.14.1 If required, a psychological evaluation and physical examination will be scheduled by the Human Resources Department.

3.14.1(a) All psychological reports are confidential. They will be maintained and stored in a locked file cabinet in the Human Resources Department. They shall be kept separate from the candidate's other personnel records.

3.14.1(b) All medical reports are confidential. They will be maintained and stored in a locked file cabinet in the Human Resources Department. They shall be kept separate from the candidate's other personnel records.

#### **3.15 Pre-employment drug test**

3.15.1 A pre-employment drug test is required for all positions and will be scheduled by the Human Resources Department. Human Resources shall ensure the results remain confidential and kept separate from the candidate's other personnel records.

## **IV Attachments**

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<sup>1</sup> Section 3.13.2(b) changed Support Services Division Commander to Investigations and Support Services Bureau Commander, per Policy Change Order 12-039, Effective Date 06/30/2012.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>202.1</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Personnel	<b>Chapter Title:</b> Personnel Administration		
<b>Chief of Police:</b>			

## Allocation and Distribution of Personnel

### I Policy

The purpose of this policy is to establish a process for measuring workloads to ensure the effective and efficient use of resources.

### II Definitions

### III Procedure <sup>1</sup>

#### 1 WORKLOAD ASSESSMENTS

- 1.1 Research and Development will be responsible for collecting workload data from available sources. Sources include:
  - 1.1.1 Communications Automated Dispatch;
  - 1.1.2 City Finance Department;
  - 1.1.3 City Planning and Development;
  - 1.1.4 Department Bureau/Divisional Components.
- 1.2 Research and Development will conduct a documented Workload Assessment and Manpower Allocation Study at least once every three years for each bureau/division in the department.

#### 2 UNIFORM OPERATIONS BUREAU

- 2.1 The deployment of patrol personnel will accommodate the pursuit of incident-driven resources and problem-oriented policing.

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<sup>1</sup> Minor wording revisions throughout the entire police, per Policy Change Order 18-004.



## **SOG 202.1**

### **Allocation and Distribution of Personnel**

Effective Date: 04/20/2018

#### **2.1.1 Incident-driven workload measures may include:**

- 2.1.1(a) Number of calls;
- 2.1.1(b) Number of officers;
- 2.1.1(c) Time of day;
- 2.1.1(d) Time on calls;
- 2.1.1(e) Unobligated time;
- 2.1.1(f) Day of week;
- 2.1.1(g) Geographic area;
- 2.1.1(h) Shift relief factor;
- 2.1.1(i) Number of officers responding;
- 2.1.1(j) Shift structure;
- 2.1.1(k) Available hours.

#### **2.1.2 Problem-oriented policing workloads may include:**

- 2.1.2(a) Geographic area;
- 2.1.2(b) Days, times;
- 2.1.2(c) Availability of citizens to work with police;
- 2.1.2(d) Beat integrity.

#### **2.1.3 Research and Development will conduct a documented Uniform Operations Bureau Patrol Resource Analysis in an effort to analyze patrol deployment and resource allocation. The analysis will be completed by September of each year. <sup>2</sup>**

## **3 CRIMINAL INVESTIGATIONS DIVISION**

3.1 The workload of investigators is determined by the supervisors and commanders of the Criminal Investigations Division based on solvability factors gathered during the preliminary investigation, the seriousness of the offense, impact on the community, and other relevant factors.

#### **3.2 Workload measures may include:**

- 3.2.1 The number of cases reviewed and assigned for follow-up investigation;
- 3.2.2 The number of available investigators assigned to the section;
- 3.2.3 The solvability factors of each case reviewed.

## **4 SUPPORT SERVICES DIVISION**

4.1 A number of maintenance and service tasks are performed by the Support Services Division: records, property control, technical, training, research, analysis, and resource management. The separate units require the need to assess workloads differently.

#### **4.2 Workload measures may include the following:**

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<sup>2</sup> Section 2.1.3 revised, completion date for UOB Patrol Resource Analysis changed, per PCO 18-004.

**SOG 202.1****Allocation and Distribution of Personnel**

Effective Date: 04/20/2018

- 4.2.1 Reports written vs. calls received;
  - 4.2.2 Time available;
  - 4.2.3 Activity times;
  - 4.2.4 Calls handled;
  - 4.2.5 Reports or cases processed;
  - 4.2.6 Documents prepared;
  - 4.2.7 Products produced.
- 5 Positions not requiring the specific skills and authority of sworn officers will be designated as non-sworn and staffed as workloads demand, programs change or services are revised.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/06/2015	<b>Supersedes Policy Dated:</b> 12/31/2009	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>202.2</b>
<b>Accreditation Index:</b> 22.2.8 (5 <sup>th</sup> Edition) <sup>1</sup>			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Personnel Administration	
<b>Chief of Police:</b>			

## Military Leave

### I Policy

The Springfield Police Department hereby establishes the following procedures for uniform accounting of military leave.

### II Definitions

**Calendar Day** – 24-hour period (midnight to midnight) in which the employee is entitled to leave for military duty. For example, if the employee is scheduled to work until 0300 hours on a day in which they have military duty, the employee shall be released from work by 0001 hours on the day their duty is to begin. Similarly, if the employee is scheduled to work from 2120 hours until 0720 hours on the day they are to return from military duty, the employee is not required to report to work until 0001 hours on the day they are scheduled to return to work. <sup>2</sup>

**Military Leave** – For the purposes of this policy, the term shall refer to any notification of leave related to military service in which the employee will be absent from work. It does not require the employee to request absence for military service. <sup>3</sup>

**Orders** – “A communication, written, oral, or by signal, which conveys instructions from a superior to a subordinate.” (NATO/DOD definition) May be in the form of an e-mail, letter, memorandum, or formal military order with an official order number.

**USERRA** – Uniformed Services Employment and Reemployment Rights Act.

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<sup>1</sup> CALEA Standard reference corrected, per Policy Change Order 14-060.

<sup>2</sup> Definitions, grammatical correction, per Policy Change Order 14-060.

<sup>3</sup> Definition of Military Leave revised, per Policy Change Order 14-060.

## **SOG 202.2**

### **Military Leave**

Effective Date: 03/06/2015

## **III Procedure**

### **1 MILITARY LEAVE ENTITLEMENT**

#### **1.1 Authorized Leave**

1.1.1 Each employee who is a member of the National Guard or of any reserve component of the Armed Forces of the United States shall be entitled to a maximum of 120 hours of military leave in each federal fiscal year (October 1 – September 30).<sup>4</sup>

1.1.2 Application of military leave will be authorized when the employee is ordered to active duty for training, inactive duty for training, or when ordered to active duty in times of an emergency. All orders must be issued by appropriate military authority.<sup>5</sup>

1.1.3 Military duty exceeding the 120 hour compensation benefit shall be:

1.1.3(a) Without Pay and/or charged against the employee's earned leave time at the discretion of the employee.<sup>6</sup>

1.2 Employee Salary – Military leave (maximum of 120 hours) will be granted without loss of pay, but will not entitle the employee to be paid more by the City than the amount that they would normally be entitled to if they were working their normal schedule.

### **2 ACCOUNTING PROCEDURE**

2.1 Total Leave Hours per Merit Rule 21, Leaves of Absence, Section 21.5, Military Training Leave, House Bill 1822, and RSMo 105.270.

2.1.1 The calculation of paid military leave for an employee will be a total of 120 hours of scheduled work time.<sup>7</sup>

2.1.1(a) The employee will only be charged for the hours in which they would have normally been scheduled to work.

2.1.1(a.1) Scheduled AWL days do not count towards expended Military Leave.

2.1.2 All approved Military Leave is granted without loss of position, seniority, accumulated leave, impairment of performance appraisals, pay status, work schedule including shift, working days and days off assigned to the officer at the time leave commences.

2.1.3 The state statute and Merit Rule are not grants of additional pay. Employees who do not utilize the full 120 hours of paid military leave

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4 Section 1.1.1 revised, grammatical correction, per Policy Change Order 14-060.

5 Section 1.1.2 revised, punctuation correction, per Policy Change Order 14-060.

6 Section 1.1.3(a) revised, grammatical correction, per Policy Change Order 14-060.

7 Section 2.1.1 revised. The word "paid" added to military leave, per Policy Change Order 14-060.

## **SOG 202.2**

### **Military Leave**

Effective Date: 03/06/2015

for military duty shall not receive additional compensation from the City for any unused military leave.<sup>8</sup>

- 2.2 Procedure Not Retroactive - These accounting procedures are not retroactive from the effective date of this SOG.

## **3 NOTIFICATION OF MILITARY LEAVE<sup>9</sup>**

### **3.1 USERRA guidelines state:**

3.1.1 “An employee is not required to request permission to be absent for military leave, but rather provides notification of pending military service.”

3.1.2 This notice can be written or verbal.

### **3.2 Employees are required to provide notice of military service to their police department supervisor:**

3.2.1 Ten days prior to a weekend training session and/or any additional duties required by military service, or as soon as orders are received.

3.2.2 Thirty days prior to an annual training period or as soon as orders are received.

3.2.3 If the employee requests military leave credit, they must provide notice as required in 3.2.1 or 3.2.2.

3.2.4 Exemptions to the minimum notice requirement will be allowed when non-scheduled military duty is required (alert or state of emergency).

3.2.5 Written orders are only required for activations of over thirty-one (31) days in length.

### **3.3 Failure to Notify – Failure to provide notification on a timely basis prevents police department commanders from planning deployment of manpower and may result in disciplinary action.**

## **4 SCHEDULING MILITARY LEAVE<sup>10</sup>**

4.1 The use of long-range planning allows the department greater ability to deal with the unexpected contingencies of police work. In December of each year, the department schedules leave for the upcoming year. Each employee who is a member of the military will schedule their military leave at this time or as soon as that information is received. Military Leave will not count against the number of other earned leave hours an employee is allowed to schedule.

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8 Section 2.1.3 revised. The word “paid” added to military leave, per Policy Change Order 14-060.

9 Section 3 heading revised, wording change, per Policy Change Order 14-060.

10 Section 4 revised, changes regarding Military Leave scheduling procedure, per Policy Change Order 14-060.

## **SOG 202.2**

### **Military Leave**

Effective Date: 03/06/2015

- 4.2 Supervisors must be aware of fatigue issues and should not require officers to work if there has not been, or will not be, an adequate rest period. (See definition of Calendar Day, above.)
- 5 **MILITARY LEAVE LASTING MORE THAN 90 DAYS (CALEA 22.2.8 – 5<sup>th</sup> Edition)**<sup>11</sup>
  - 5.1 For military leave lasting more than 90 days, the employee will notify their immediate supervisor as soon as practical. The employee's immediate supervisor will be the Springfield Police Department's designated point of contact for the entire period of military leave. (CALEA 22.2.8(a) – 5<sup>th</sup> Edition)
  - 5.2 The City of Springfield's Human Resources Department has a designated liaison to the police department. That liaison will be the employee's point of contact for human resources matters for the remainder of the leave period. The human resources designee shall provide the employee with information regarding the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). (CALEA 22.2.8(b) – 5<sup>th</sup> Edition)
  - 5.3 As part of the out-processing for the military member, the employee's direct supervisor will conduct an exit interview. The immediate supervisor should, to the extent possible, establish a method of contact with the employee and/or the employee's family in reference to agency news, significant events, and promotional opportunities. (CALEA 22.2.8(c) & CALEA 22.2.8(g) – 5<sup>th</sup> Edition)
  - 5.4 The employee's immediate supervisor will arrange for the employee to turn in their agency owned equipment to the quartermaster's office. (CALEA 22.2.8(d) – 5<sup>th</sup> Edition)
  - 5.5 Upon returning from military service, the employee's immediate supervisor shall conduct an interview with the returning employee. This interview should be used to determine if the employee has any specialized needs and/or concerns upon returning to work. Traditional Employee Assistance Programs (EAP) may not sufficiently meet the needs of our returning service members. As a result, the agency shall consider all locally available and feasible resources to meet those particular needs. (CALEA 22.2.8(e) – 5<sup>th</sup> Edition)
  - 5.6 The employee's immediate supervisor will arrange for the employee to have their agency owned equipment re-issued.
  - 5.7 The immediate supervisor shall contact the Training Department and arrange all necessary refresher training, including weapons requalification and steps for reintegration, as needed. (CALEA 22.2.8(f) – 5<sup>th</sup> Edition)

## **IV Attachments**

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<sup>11</sup> Section 5 added, per Policy Change Order 14-060.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 07/01/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>202.3</b>
<b>Accreditation Index:</b> 34.1.3, 34.1.7			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Personnel Administration	
<b>Chief of Police:</b>			

## Promotional Process

### I Policy <sup>1</sup>

It is the policy of the Springfield Police Department to establish a process for promotion. It is the objective of the City of Springfield, the Springfield Police Department, and the Department of Human Resources to provide equal promotional opportunities to all members of the police department based on a candidate's merit. Merit – within the interpretation of these rules – shall mean ability, efficiency, qualification, and seniority.

The Springfield Police Department shall work with the Department of Human Resources to ensure a fair, professional standard is utilized for promoting employees. The final decisions concerning elements used in a competitive process rests with the Director of Human Resources based upon recommendations from the Chief of Police.

At all times, City Merit Rules shall govern and supersede any policy, procedure, rule, or other requirement established in the SOG.

### II Definitions

### III Procedure

#### 1 Non-Sworn Personnel

- 1.1 Each available position will be posted by the Department of Human Resources in accordance with City Merit Rules.
- 1.2 Interested personnel shall follow the application procedures listed on the posting.

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<sup>1</sup> Policy Statement revised, punctuation corrections and minor rewording, per Policy Change Order 17-059.

## **SOG 202.3**

### **Promotional Process**

Effective Date: 04/20/2018

## **2 Sworn Personnel (CALEA 34.1.3(a))**

### **2.1 Selection Process and Eligibility Requirements <sup>2</sup>**

#### **2.1.1 Major**

2.1.1(a) Promotions to the position of Major may be based on a non-competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(d) and Administrative Memorandum #8 – Direct Promotions.

2.1.1(a.1) If a competitive process is utilized, the Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.1(a.1.1) Assessment center;

2.1.1(a.1.2) Written test;

2.1.1(a.1.3) Interview;

2.1.1(a.1.4) Past performance evaluation.

2.1.1(b) To be eligible for promotion; the candidate shall meet the experience, education, and training requirements as described on the current City of Springfield Job Description for Police Major AND must have received a satisfactory rating on their last performance evaluation.

2.1.1(b.1) Current Job Descriptions are available on CityShare.

#### **2.1.2 Captain**

2.1.2(a) Promotions to the position of Captain may be based on a non-competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(d) and Administrative Memorandum #8 – Direct Promotions.

2.1.2(a.1) If a competitive process is utilized, the Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.2(a.1.1) Assessment center;

2.1.2(a.1.2) Written test;

2.1.2(a.1.3) Interview;

2.1.2(a.1.4) Past performance evaluation.

2.1.2(b) To be eligible for promotion; the candidate shall meet the experience, education, and training requirements as described on the current City of

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<sup>2</sup> Section 2.1 revised, punctuation/capitalization corrections and minor rewording, per PCO 17-059.



## **SOG 202.3**

### **Promotional Process**

Effective Date: 04/20/2018

Springfield Job Description for Police Captain AND must have received a satisfactory rating on their last performance evaluation.

2.1.2(b.1) Current Job Descriptions are available on CityShare.

#### **2.1.3 Lieutenant**

2.1.3(a) Promotions to the position of Lieutenant may be based on a non-competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(d) and Administrative Memorandum #8 – Direct Promotions.

2.1.3(a.1) If a competitive process is utilized, the Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.3(a.1.1) Assessment center;

2.1.3(a.1.2) Written test;

2.1.3(a.1.3) Interview;

2.1.3(a.1.4) Past performance evaluation.

2.1.3(b) To be eligible for promotion the candidate shall meet the experience, education and training requirements as described on the current City of Springfield Job Description for Police Lieutenant AND must have received a satisfactory rating on their last performance evaluation.

2.1.3(b.1) Current Job Descriptions are available on CityShare.

#### **2.1.4 Sergeant**

2.1.4(a) Promotions to the position of Sergeant shall be based on a competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(c).

2.1.4(a.1) The Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.4(a.1.1) Assessment center;

2.1.4(a.1.2) Written test;

2.1.4(a.1.3) Interview;

2.1.4(a.1.4) Past performance evaluation.

2.1.4(b) To be eligible for promotion; the candidate shall meet the experience, education, and training requirements as described on the current City of Springfield Job Description for Police Sergeant AND must have received a satisfactory rating on their last performance evaluation.

2.1.4(b.1) Current Job Descriptions are available on CityShare.

## **SOG 202.3**

### **Promotional Process**

Effective Date: 04/20/2018

#### **2.1.5 Corporal**

2.1.5(a) Promotions to the position of Corporal shall be based on a competitive process as defined by Merit Rule 10 – Promotions, Transfer, and Demotion; Section 10.1(c).

2.1.5(a.1) The Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police. The elements will be defined on the job posting and **MAY** include the following:

2.1.5(a.1.1) Assessment center;

2.1.5(a.1.2) Written test;

2.1.5(a.1.3) Interview;

2.1.5(a.1.4) Past performance evaluation.

2.1.5(b) To be eligible for promotion; the candidate shall meet the experience, education, and training requirements as described on the current City of Springfield Job Description for Police Corporal AND must have received a satisfactory rating on their last performance evaluation.

2.1.5(b.1) Current Job Descriptions are available on CityShare.

2.2 All required college credit hours must have been earned from an accredited college or university.

2.2.1 Human Resources shall be responsible for ensuring that all candidates meet the required college hours.

2.3 Time in grade and years of service requirements are outlined in the respective City of Springfield Job Descriptions for each rank. <sup>3</sup>

2.3.1 Time in grade and years of service requirements must be met by the last day of the promotional posting.

2.3.2 Years of service at any department other than the Springfield Police Department do not apply.

2.4 Promotion by Competitive Process as defined by Merit Rule 10 – Promotions, Transfers, and Demotion; Section 10.1 (c). <sup>4</sup>

2.4.1 When a vacancy exists, the Chief of Police shall begin the promotional process as soon as practical and feasible by notifying the Department of Human Resources.

2.4.2 The Director of Human Resources shall approve the elements of the competitive process based upon recommendations from the Chief of Police.

2.4.3 The posting for a competitive promotional process shall be made in writing and will remain open for at least seven (7) days to allow candidates to sign up for the process. The posting announcement will contain the following information:

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<sup>3</sup> Section 2.3 revised, sentence restructured, per Policy Change Order 17-059.

<sup>4</sup> Section 2.4 revised, minor reorganization, per Policy Change Order 17-059.

## **SOG 202.3**

### **Promotional Process**

Effective Date: 04/20/2018

- 2.4.3(a) A description of the vacant position including duties and responsibilities, and skills, knowledge, and abilities needed to perform the job;
  - 2.4.3(b) A description of eligibility requirements including education and length of service/time in grade requirements;
  - 2.4.3(c) Full salary range;
  - 2.4.3(d) Description of all elements of the competitive process, including a numerical weight for each element if applicable;
  - 2.4.3(e) Tentative dates, times, and locations of all phases of the promotional process;
  - 2.4.3(f) Instructions on application;
  - 2.4.3(g) Application deadline.
- 2.4.4 The competitive selection process MAY include the following elements: (CALEA 34.1.3(a))
- 2.4.4(a) Assessment Center (CALEA 34.1.3(c))
    - 2.4.4(a.1) The assessment center may include multiple exercises which are designed to provide relevant, reliable, and objective information for the purpose of measuring a candidate's characteristics, qualities, skills, knowledge, and abilities relating to the position described in the job posting.
    - 2.4.4(a.2) Exercises shall be job-related and nondiscriminatory and may include:
      - 2.4.4(a.2.1) Role-play exercises;
      - 2.4.4(a.2.2) Written in-basket exercises;
      - 2.4.4(a.2.3) Oral review board exercises.
    - 2.4.4(a.3) The dimensions to be evaluated for each position shall be announced in writing to each candidate prior to evaluation at the assessment center.
    - 2.4.4(a.4) A minimum of two assessors shall be utilized for each exercise.
      - 2.4.4(a.4.1) Assessors shall be at least one rank above that of the position being tested.
      - 2.4.4(a.4.2) Assessors shall be selected from Departments with rank structures and promotional processes comparable to those of the Springfield Police Department.
      - 2.4.4(a.4.3) This does not preclude personnel from the Springfield Police Department from being utilized as assessors.
    - 2.4.4(a.5) Assessors shall be trained prior to the start of the assessment center exercises by the Department of Human Resources and/or the contractual consulting firm.

## **SOG 202.3**

### **Promotional Process**

Effective Date: 04/20/2018

- 2.4.4(a.6) Assessors shall utilize a standard rating scale to assess a defined set of job-related elements established by the Department of Human Resources.
  - 2.4.4(a.6.1) A standardized form will be used to record scores and document observations at each stage of the exercise(s).
- 2.4.4(b) Interviews (CALEA 34.1.3(d))
  - 2.4.4(b.1) Questions used in the interview will be job-related, nondiscriminatory, and designed to provide relevant, reliable, and objective information used to identify the knowledge, skills, and abilities required for the position.
  - 2.4.4(b.2) A minimum of three evaluators shall be utilized for each oral interview.
    - 2.4.4(b.2.1) One evaluator shall be from the Department of Human Resources;
    - 2.4.4(b.2.2) The remaining evaluators shall be selected from within the Springfield Police Department or other agencies and shall be at least one rank above the position being interviewed for.
  - 2.4.4(b.3) Evaluators shall be trained prior to the start of the interview process by the Department of Human Resources.
  - 2.4.4(b.4) Evaluators shall use a standardized rating scale and assess a defined set of job-related elements as established by the Department of Human Resources.
    - 2.4.4(b.4.1) The scores and observations shall be recorded on a form provided by the Department of Human Resources.
- 2.4.4(c) Written Test (CALEA 34.1.3(b))
  - 2.4.4(c.1) Questions used in a written test will be job-related, nondiscriminatory, and designed to provide relevant, reliable, and objective information used to identify the knowledge, skills, and abilities required for the position.
  - 2.4.4(c.2) Written tests will be scored in a uniform manner by the Department of Human Resources and/or the contractual consulting firm.
- 2.4.4(d) Past Performance Evaluation
  - 2.4.4(d.1) A review of each candidate's personnel files, evaluations, Internal Affairs demeanor reports, and/or a resume will be conducted to assess each candidate's past performance.

## **SOG 202.3**

### **Promotional Process**

Effective Date: 04/20/2018

- 2.4.4(d.1.1) Elements to be reviewed will be approved by the Department of Human Resources and will be job-related and nondiscriminatory.
    - 2.4.4(d.1.2) The review will be conducted by a team of two evaluators selected from the candidate's supervisors for the past two years.
  - 2.4.4(d.2) Evaluators shall be trained prior to the start of the evaluation process by the Department of Human Resources.
  - 2.4.4(d.3) Evaluators shall use a standardized rating scale and assess a defined set of job-related elements as approved by the Department of Human Resources.
    - 2.4.4(d.3.1) The scores and observations shall be recorded on a form approved by the Department of Human Resources.
- 2.4.4(e) Candidates who fail any portion of the promotional process will be disqualified from competing further in the current promotional process.
  - 2.4.4(e.1) The candidate may reapply for the next scheduled promotional process in accordance with Merit Rule 6 – Registers, provided they meet the established requirements for the position to which they have applied. (CALEA 34.1.3(f))
- 2.4.4(f) Requests to review or appeal any part of the competitive process shall be made in accordance with Merit Rule 6 – Registers and Merit Rule 13 – Appeals. (CALEA 34.1.3(e))
- 2.4.5 Competitive Process Results
  - 2.4.5(a) The Director of Human Resources shall be responsible for ensuring that elements of the selection process are job-related and nondiscriminatory.
  - 2.4.5(b) The Department of Human Resources is responsible for the tabulation and final results of all elements of the competitive process.
  - 2.4.5(c) The Department of Human Resources shall be responsible for the maintenance and security of all records pertinent to the promotional process according to Missouri Retention Guidelines. (CALEA 34.1.3(h))
  - 2.4.5(d) The Department of Human Resources shall prepare a register of persons with passing scores in order of their final rating.
    - 2.4.5(d.1) All fractional scores shall be rounded to the nearest whole number and ties will be broken as stated in the current, or active, Collective Bargaining Agreement.
    - 2.4.5(d.2) The list of eligible candidates shall normally be maintained for six (6) months from the date of establishment of such list, in accordance with Merit Rule 6 – Registers; Section 6.4(a).

## **SOG 202.3**

### **Promotional Process**

Effective Date: 04/20/2018

2.4.5(d.2.1) The list may, upon the request of the Chief of Police and with approval of the Director of Human Resources, be extended for not more than one year beyond the original date of its expiration.

2.4.5(e) The Director of Human Resources or designee shall forward the eligibility list to the Chief of Police.

#### **2.4.6 Appointment**

2.4.6(a) The Chief of Police shall select a person whose score is included in the three highest scores listed on the eligibility list as stated in Merit Rule 7 – Certification and Selection of Eligibles.

2.4.6(b) The Chief of Police may conduct an informal interview of the candidates with the three highest scores to assess the suitability of each candidate to serve in the position being filled.

2.4.6(c) Candidates will be excluded from consideration for appointment under the following circumstances:

2.4.6(c.1) Candidate requests that they not be considered for appointment;

2.4.6(c.2) Candidate fails to reply within seven (7) calendar days to the request of the Chief for an interview;

2.4.6(c.3) Candidate fails to appear for an interview they have scheduled with the Chief;

2.4.6(c.4) Candidate accepts an appointment and fail to present themselves for duty at the time and place agreed to without giving the Chief satisfactory reasons for delay;

2.4.6(c.5) The Chief offers an objection in writing based on Merit Rule 5 – Applications and Examinations; Section 5.4 and that objection is sustained by the Director of Human Resources.

2.4.6(d) The Chief of Police shall announce all promotions in writing.

#### **2.5 Promotions by Non-Competitive Process**

2.5.1 When a vacancy exists, the Chief of Police shall begin the non-competitive promotional process as soon as practical and feasible by notifying the Department of Human Resources.

2.5.2 The City Manager or designee may authorize the Chief of Police to fill a position by promotion of an employee on a non-competitive basis, otherwise referred to as a direct promotion in accordance with Merit Rule 10 – Promotion, Transfer, and Demotion; Section 10(d) and Administrative Memorandum #8 – Direct Promotions.<sup>5</sup>

2.5.3 The Chief of Police shall submit the name of the employee proposed for promotion to the Director of Human Resources.

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<sup>5</sup> Section 2.5.2 revised, minor wording change and punctuation corrections, per Policy Change Order 17-059.

## **SOG 202.3**

### **Promotional Process**

Effective Date: 04/20/2018

2.5.4 The Director of Human Resources shall verify the qualifications of the employee proposed for promotion and notify the Chief of Police of their findings.

2.5.5 The Chief of Police shall announce all promotions in writing.

#### **2.6 Probation (CALEA 34.1.7)**

2.6.1 Upon promotion, the first six (6) months of service in the position to which the employee has been promoted shall constitute a probationary period.

2.6.1(a) The Chief of Police, with the approval of the Director of Human Resources, may extend the probationary period no more than an additional six (6) month or any part thereof.

2.6.2 During the probationary period, the employee shall be closely observed to ensure they are developing and performing in a satisfactory manner.

2.6.2(a) Refer to SOG 205.2 – Performance Evaluations for information on documentation requirements of newly-promoted employees. <sup>6</sup>

## **IV Attachments**

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<sup>6</sup> Section 2.6.2(a) revised, punctuation corrections, per Policy Change Order 17-059.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/29/2016	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>204.1</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Compensation, Benefits, and Working Conditions	
<b>Chief of Police:</b>			

## Employee Overtime Program

### I Policy

It shall be the policy of the Springfield Missouri Police Department to compensate those employees required to perform tasks which exceed their normal work shift or which occur during their scheduled leave period.

All department employees may be required to work hours in excess of their official work period when necessary and as determined by department management. These procedures shall not apply to employees whose work week is normally less than 40 hours per week.

### II Definitions

**Court Overtime** – Normal off-duty time required to respond to an official court subpoena that relates to duties performed as an employee of the Department. The period of time from when the employee is required to report to court, until they are released from court or until their duty shift commences, whichever shall be sooner.

**Emergency Call-In** – When an eligible employee is called to duty for emergency conditions, while on authorized leave. Examples: Disasters, Internal Affairs Investigations, etc.

**Labor Distribution Codes** – Coding to indicate the amount of overtime earned and which budget program other than the employee's normal program it should be charged to.

**Overtime** - Authorized time worked by an employee, caused by no fault of the employee, which exceeds the normal hours of a scheduled work week.



## **SOG 204.1**

### **Employee Overtime Program**

Effective Date: 03/29/2016

**Work Week** - 0001 hours on Sunday through 2400 on Saturday.

## **III Procedure**

### **1 ADMINISTRATION OF THE COMPENSATION PROGRAM**

#### **1.1 Employee Responsibility**

- 1.1.1 Each department employee shall be responsible for the accurate and timely submission of compensation time claims.
- 1.1.2 The employee claiming overtime compensation shall appropriately complete the Compensation Time Record (SPD Form # 96-OP-0244) and submit the form to their immediate supervisor for approval.
- 1.1.3 Overtime that qualifies as guaranteed shall be listed under the Hours Type as Guaranteed Overtime. The employee shall list the total amount of overtime worked in five (5) minute increments on the day of the week the overtime was earned and the time sheet codes for the activity involved on the timesheet.
  - 1.1.3(a) Example: An employee works a total of 4 hours and 45 minutes guaranteed overtime during the pay period. The time should be indicated on the timesheet on the day worked as 4.75 under the Guaranteed Overtime category.
- 1.1.4 Regular overtime that does not qualify as guaranteed will be listed under the Hours Type as Regular Pay. Any time indicated as Regular Pay over 40 hours at the end of the work week will then be calculated as overtime.
- 1.1.5 Overtime Compensation Discrepancy Claims - **All claims of reported overtime that have not been paid, or any challenge to the accuracy of overtime compensation received, shall be made in writing by claimant employees to their immediate supervisor within fourteen calendar days after receipt of the payroll check in question (G.O. No. 3736, April 14, 1986).**

#### **1.2 Supervisor's Responsibility**

- 1.2.1 Each department supervisor shall be responsible for organizing and managing the work of their unit in a manner to minimize accumulation of overtime.
- 1.2.2 The unit supervisor shall review and take appropriate action on all Compensation Time Records submitted by their subordinates.
- 1.2.3 Each department supervisor shall be responsible for the accurate and timely recording of Compensation Time Records. These records shall be maintained for one calendar year by the unit supervisor.

## **SOG 204.1**

### **Employee Overtime Program**

Effective Date: 03/29/2016

#### **1.3 Command Officers**

- 1.3.1 Each command officer shall be responsible for organizing and managing the work of their command in a manner to minimize accumulation of overtime.
- 1.3.2 Each command officer shall review overtime records that are kept within their command.

## **2 OVERTIME**

- 2.1 All eligible employees shall be compensated at one and one-half times their normal hourly salary for authorized work time actually worked in excess of their normal work week.

## **3 ON CALL**

- 3.1 Due to the nature of their positions, certain members of the Springfield Police Department are required to be on call. These officers are issued a cell phone and shall be available for contact at all times unless: <sup>1</sup>
  - 3.1.1 On sick leave;
  - 3.1.2 On holiday or vacation leave;
  - 3.1.3 Otherwise unavailable due to supervisory approval.
- 3.2 The officers are considered as waiting to be engaged and may be contacted to respond during times other than their normal duty hours. If notified, officers should respond immediately. Based on the circumstances and the officer's position, the response may require phone contact or an actual physical response.
- 3.3 Officers on call should not travel outside of the Springfield area to the extent that the response time would be drastically increased. Officers on call shall not engage in activities that would impair their abilities to perform their job.
- 3.4 When an employee is called out, they will be compensated at the appropriate overtime rate.

## **4 EMERGENCY CALL-IN COMPENSATION**

- 4.1 All non-exempt employees called to duty by a supervisor or command officer for emergency or special conditions while on authorized leave shall be designated as emergency call-in. Such call-in shall be at a minimum rate of four (4) hours at time and one-half. Time required in excess of four hours shall be compensated as standard overtime unless the time is within the employee's normal work shift.
  - 4.1.1 Example: An employee is called back to duty by their supervisor to complete a pending follow-up investigation requiring immediate

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<sup>1</sup> Section 3.1 revised, correction of omitted word, per Policy Change Order 16-009.

## **SOG 204.1**

### **Employee Overtime Program**

Effective Date: 03/29/2016

attention. The employee works two hours. The employee's timesheet should indicate 4 hours of Guaranteed Overtime.

4.1.2 Example: An employee is called into duty two hours prior to their regularly scheduled work shift. The employee assumes their work duties and continues to work during the two hours and into their work shift without interruption. This is not emergency call-in; it is regular overtime. Payroll records should reflect two additional hours of regular pay.

4.2 IIAU Investigations shall fall under the same guidelines as Emergency Call-In.

4.3 Employees claiming emergency call-in shall complete the appropriate section of the Compensation Time Record and request the authorizing supervisor to acknowledge the call-in with their signature in the Approved By section.

## **5 COURT TIME COMPENSATION**

5.1 All off-duty eligible employees attending a court session who are released by the court prior to the beginning of a regular duty shift shall be compensated at a minimum of four hours at the normal hourly pay rate.

5.2 Off-duty eligible employees attending a court session that continues up to and/or past the start time of a regular duty shift shall be paid overtime only for the time spent in the court session.

5.3 Court time shall be recorded as Guaranteed Overtime on the employee timesheet. The minimum time shall be 2.67 hours with time actually spent in excess being noted as the time actually spent.

5.3.1 Example: An eligible employee attends Municipal Court while off duty from 1100 to 1200 hours and their shift begins at 1700 hrs. The timesheet should indicate 2.67 hours totaled under Hours Type of Guaranteed Overtime.

5.3.2 Example: An eligible employee attends Municipal Court while off duty from 1300 to 1600 hours and their shift begins at 1700 hrs. The timesheet should indicate 3.00 hours totaled under the Hours Type of Guaranteed Overtime.

5.3.3 Example: An eligible employee attends Municipal Court while off duty from 1530 to 1700 and their shift began at 1700 hrs. The timesheet should indicate 1.5 hours of Guaranteed Overtime.

### **5.4 Claiming Court Time**

5.4.1 Employees must be responding to an official court subpoena or a request from the prosecutor's office that is the result of employment by the Springfield Police Department.

## **SOG 204.1**

### **Employee Overtime Program**

Effective Date: 03/29/2016

- 5.4.2 Prior to responding to Greene County Court, the employee must call the Docket Line for that court to ensure their case has not been delayed or canceled.
- 5.4.3 Members claiming court time compensation shall complete the appropriate section of the Compensation Time Record and request the prosecutor processing the case to acknowledge the appearance with their signature.

## **6 COMPENSATION OPTIONS**

### **6.1 Work Schedule Options**

- 6.1.1 If possible, employees assigned/elected to various departmental committees shall adjust their work hours so that they are attending the meetings while on duty, doing so with the approval of and in coordination with their supervisor.
- 6.1.2 The commander or supervisor may "reschedule" the departmental business workday with another workday.

### **6.2 Compensatory Time**

- 6.2.1 All eligible employees will receive compensatory time or cash payment for regular overtime.
  - 6.2.1(a) The employee will receive compensatory time until they accrue the maximum allowable amount, at which time they will receive cash payment for overtime. The maximum allowable amount of accrued compensatory time shall be 80 hours for all employees.
- 6.2.2 All eligible employees will receive cash payment for guaranteed overtime.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 03/29/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>204.2</b>
<b>Accreditation Index:</b> 22.3.5, 81.2.4			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Compensation, Benefits, and Working Conditions	
<b>Chief of Police:</b>			

## Extra-Duty and Off-Duty Employment

### I Policy

The availability of off-duty police officers to work in police-related functions such as traffic control, safety, and security is of mutual benefit to the department and private enterprise. However, the allegiance and responsibility of all police employees must remain with the Springfield Police Department. This guideline is for the purpose of maintaining the efficient and uniform regulation of off-duty and extra-duty employment, avoiding potential conflicts of interest, and preventing any possible detrimental effect on the image of the Springfield Police Department due to employment held by employees while off-duty.

It is particularly important that department employees not be subjected to outside interests which might conflict with their official duties by diluting their energies, occupying time during which they are potentially on call, or involving themselves in situations where they might be motivated to neglect or subvert their official duties.

### II Definitions

**Continuous Extra-Duty Employment** – Employment that continues for a period exceeding three scheduled days which requires a significant level of new employee training, additional knowledge, or skill development beyond that possessed by a trained police officer (e.g. Cox Security, Wal-Mart, etc.).

**Extra-Duty Employment** – Employment on the employee's own time, outside the Springfield Police Department wherein the actual or potential use of law enforcement powers or police-related functions are expected.

## **SOG 204.2**

### **Extra-Duty and Off-Duty Employment**

Effective Date: 04/04/2017

**Off-Duty Employment** – Employment outside the Springfield Police Department wherein the use of law enforcement powers or police-related functions are not expected. It does not include self-employment based on the employee's own private property and not requiring them to leave that property to perform the services, so long as that self-employment does not affect the employee's job performance while on duty, nor the professional image of the Springfield Police Department.

**PowerDETAILS** – An advanced, cloud-based extra-duty detail management platform, which is used by the Springfield Police Department to manage extra-duty employment opportunities.

## **III Procedure**

### **1 EXTRA-DUTY AND OFF-DUTY EMPLOYMENT – GENERAL INFORMATION**

- 1.1 No employee may perform any extra-duty or off-duty employment which is, or can be interpreted to be, inconsistent with their City work or detrimental to the best interests of the Police Department or City of Springfield as determined by the Director of Human Resources. (Merit Rule 11 - Employee Conduct and Relations, Section 5, Outside Employment)
- 1.2 No employee of the City shall have any financial interest, direct or indirect, in any contract or service provided to the City, except on behalf of the City as a salaried employee. (Merit Rule 11 - Employee Conduct and Relations Section 5.1, Conflicts of Interest – Outside Work)
- 1.3 Employees shall not engage in outside business activities while on duty.
- 1.4 City property shall not be used while engaging in extra-duty or off-duty employment activities, except for equipment that is required to be worn as a part of the uniform or other equipment as approve by a Commander.
- 1.5 The Uniform Operations Bureau (UOB) Commander or their designee shall serve as coordinator and oversee adherence to the policies, processes, and other related issues necessary for the administration of the extra-duty and off-duty employment program. (CALEA 22.3.5(d))

### **2 AUTHORIZATION FOR EXTRA-DUTY AND OFF-DUTY EMPLOYMENT (CALEA 22.3.5(a) & (c))**

- 2.1 An employee wishing to participate in extra-duty or off-duty work must complete a Department of Human Resources Request for Approval of Outside Employment form and submit it to their supervisor.
- 2.2 The employee's supervisor shall recommend approval or disapproval of the request, sign/date the form in the upper right-hand corner, and forward it to the Chief of Police.

## **SOG 204.2**

### **Extra-Duty and Off-Duty Employment**

Effective Date: 04/04/2017

- 2.3 The request must be approved by the Chief of Police or their designee before the employee may engage in any extra-duty or off-duty employment, unless exigent circumstances exist.
    - 2.3.1 In situations involving exigent circumstances, a commander may approve an employee to proceed with extra-duty or off-duty employment prior to authorization by the Chief.
  - 2.4 Approval for an employee to work in an extra-duty or off-duty capacity may be revoked at any time by the Chief of Police upon the request of the employee's supervisor or commanding officer. Reasons for revocation may include:
    - 2.4.1 Extra-duty or off-duty employment is impairing or interfering with the employee's on-duty job performance;
    - 2.4.2 Violation(s) of City Merit Rules or department policies relating to on-duty or extra-duty employment;
    - 2.4.3 Issues related to the employee's extra-duty or off-duty job performance.
  - 2.5 If extra-duty or off-duty employment is denied or revoked, the reason for the denial/revocation shall be communicated to the affected employee in writing.
- 3 EXTRA-DUTY EMPLOYMENT REQUESTS FROM PRIVATE BUSINESSES AND INDIVIDUALS (CALEA 22.3.5(e))
- 3.1 All businesses, agencies, or individuals requesting temporary or continuous extra-duty services must complete a Department of Human Resources Worker's Compensation Memorandum of Understanding and Agreement and submit a valid Certificate of Liability Insurance.
    - 3.1.1 The completed agreement and insurance certificate will be forwarded to the Department of Human Resources for approval.
    - 3.1.2 Upon approval, the UOB Commander or their designee shall be responsible for entering any and all relevant information into the PowerDETAILS system.
    - 3.1.3 Extra-duty notices will be announced using PowerDETAILS and/or included in the monthly sign-up process.
      - 3.1.3(a) The notice shall include the following:
        - 3.1.3(a.1) Name of the company, agency or individual requesting employees for extra-duty employment;
        - 3.1.3(a.2) Location of company/event;
        - 3.1.3(a.3) Person to contact and their contact information;
        - 3.1.3(a.4) Type of work requested;
        - 3.1.3(a.5) Date(s) and hours to be worked;

## **SOG 204.2**

### **Extra-Duty and Off-Duty Employment**

Effective Date: 04/04/2017

- 3.1.3(a.6) Rate of pay per hour;
  - 3.1.3(a.7) Designated line(s) for the interested employee(s) to sign.
- 3.2 All necessary information and arrangements from the individual, agency, or business requesting the services of an extra-duty employee will be gathered at the time the request is made to the UOB Commander or their designee. Any additional information needed by the affected employee(s) can be obtained at the time the extra-duty assignment begins. Attendance responsibility of employees working extra-duty assignments is the same as their on-duty employment.
- 3.3 The extra-duty sign-up process shall be announced using the PowerDETAILS email distribution system, approximately one week prior to the process taking place. The email will include the date and time of the sign-up process, which will also include the time each involved employee will be able to sign up available opportunities. Those employees wishing to participate in the extra-duty sign-up process are required to be licensed with PowerDETAILS in order to apply for available opportunities. The sign-up process will be administered as follows:
  - 3.3.1 Participants will sign in to PowerDETAILS at their assigned time, which is determined by their seniority, as outlined in the current Collective Bargaining Agreement (CBA).
  - 3.3.2 Participants will be allowed to sign up for only four (4) opportunities; one shift per opportunity, during their designated sign-up time.
  - 3.3.3 After the initial sign-up process is completed, all remaining opportunities will be available the following day (subject to a 30 hour per week limit).
  - 3.3.4 Relinquishment or reassignment of extra-duty assignments by participants shall be done in accordance with the provisions set up in PowerDETAILS.
    - 3.3.4(a) If a participant needs to solicit a replacement for an extra-duty assignment, they shall utilize the PowerDETAILS email distribution system. City or personal email should not be used for this purpose.
  - 3.3.5 Any violation of the sign-up process rules or other regulations as set forth in this policy may result in a suspension from any/all extra-duty opportunities.
- 3.4 The UOB Commander or their designee shall ensure extra-duty assignments are distributed among employees in a fair and equitable manner, without favoritism, and in accordance with this guideline.
- 3.5 The Chief of Police shall establish a set rate of pay per hour on requests for ALL extra-duty employment. This rate shall be maintained on file and considered for adjustment on a yearly basis.



## **SOG 204.2**

### **Extra-Duty and Off-Duty Employment**

Effective Date: 04/04/2017

- 3.6 No employee shall solicit extra-duty employment. All individuals, agencies, or businesses requesting extra-duty officers should be referred to the UOB Commander or their designee.
  - 3.7 The business or individual employing the extra-duty officer shall be responsible for all compensation and benefits for the extra-duty officer, as well as, the method and arrangement of payment. This includes extended employment hours that occur as a result of incidents handled by the extra-duty officer during the extra-duty shift. For example, if an officer working a four hour extra-duty shift makes an arrest that causes them to have to work an additional two hours, the business or individual employing the extra-duty officer is responsible for compensating them for the additional two hours.
  - 3.8 Following initial assignment of personnel to a continuous extra-duty job, the UOB Commander or their designee shall ensure the requesting individual, business, or agency understands that future assignment scheduling shall be the responsibility of the Uniform Operations Bureau.
- 4 TYPES OF WORK PROHIBITED FOR EXTRA-DUTY OR OFF-DUTY EMPLOYMENT (CALEA 22.3.5)
- 4.1 Bodyguard, bounty hunter, or bouncer.
  - 4.2 For a bail bond agency, wrecker service, taxicab service, locksmith service, pawnshop, escort service, massage technician, or as a security guard for a private security business.<sup>1</sup>
  - 4.3 Service of civil process as a private investigator, private detective, or other capacity where the primary purpose of such employment is to gather information for, or to appear as a witness in a civil action.
  - 4.4 For a business which derives more than 50% of its gross income from the sale, service, or dispensing of alcoholic beverages; or any other business that requires the extra-duty/off-duty employee to sell, serve, or dispense alcoholic beverages.
  - 4.5 Employment related to a labor dispute.
  - 4.6 Employment by any individual, business, or agency that would violate or tend to violate the provisions of SOG 103.1 – Code of Conduct or any other SOG.
  - 4.7 Work outside the city limits of Springfield, Missouri, in an extra-duty capacity.
  - 4.8 Any work which may require as criteria for employment the employee having access to police information, files, or records and require furnishing those records as a condition of employment.
  - 4.9 Employment that would in any way discredit City employment, detract from his or her duties, or take preference over on-duty needs or overtime required by City employment.
  - 4.10 Employment that would tend to subject a department employee to outside

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<sup>1</sup> Section 4.2 revised, prohibition of employment by a private security business clarified, per PCO 16-028.

## **SOG 204.2**

### **Extra-Duty and Off-Duty Employment**

Effective Date: 04/04/2017

interests which might conflict with their official duties by diluting their energies or involving them in situations where they might be motivated to neglect or subvert their official duties or functions.

4.11 Exceptions: The Chief of Police may exempt an employee from any of these restrictions, but only in those instances where undertaking such employment is a necessary part of an official Springfield Police Department undercover investigation.

4.11.1 In such cases, any gift or payment received by the employee for employment related to the undercover assignment (other than from the City of Springfield) must be turned over to the City of Springfield's general revenue fund.

## **5 GENERAL REGULATIONS AND RESTRICTIONS CONCERNING EXTRA-DUTY AND OFF-DUTY EMPLOYMENT (CALEA 22.3.5(b))**

5.1 All employees working in an extra-duty or off-duty capacity shall act in a professional manner and shall avoid doing tasks that would tend to detract from the professional image of the Springfield Police Department. Employees engaged in extra-duty employment shall refrain from performing tasks that are generally not police-related (e.g. stocking shelves at a store, dispensing or preparing food or drink, pushing shopping carts, etc.).

5.2 An employee may not work more than 70 hours of combined extra-duty, off-duty, and on-duty employment per week without permission from their commander.

5.3 Employees on suspension shall not work in an extra-duty capacity.

5.4 Employees shall not work extra-duty or off-duty while on any type of sick, injury, or funeral leave.

5.5 Any employee who takes a sick day will not engage in extra-duty or off-duty employment within a 24-hour period starting at the time the person would have normally begun their on-duty shift.

5.6 No employee may engage in extra-duty or off-duty employment while assigned to light duty.

5.7 Employees shall not use Springfield Police Department facilities, equipment, or records in conjunction with extra-duty or off-duty employment except as authorized in this SOG or otherwise approved by a Bureau Commander.

5.8 Employees shall not use police identification or authority while engaged in the collection of debts, bills, or checks.

5.9 Officers engaged in extra-duty employment must be armed with a department-approved firearm. Officers employed in a plainclothes police capacity shall keep their firearm(s) concealed from public view.

5.10 An employee must be in good standing and removed from probationary status (relating to their initial hire) before being eligible for extra-duty employment unless otherwise authorized by the Chief of Police.

5.11 No employee shall refuse to respond to a request for aid from any citizen while

## **SOG 204.2**

### **Extra-Duty and Off-Duty Employment**

Effective Date: 04/04/2017

- working in an extra-duty capacity.
- 5.12 Officers shall not wear a police uniform in an off-duty employment capacity.
  - 5.13 While engaged in extra-duty or off-duty employment, non-sworn employees are not authorized to wear a police department uniform or work in a capacity requiring police authority without permission of the Chief of Police or their designee.
  - 5.14 When an employee (sworn or non-sworn, including supervisory personnel) is working an extra-duty assignment, the chain of command and rank structure will be followed at all times.
  - 5.15 All City and department policies and guidelines shall be followed while the employee is engaged in extra-duty employment, just as if the employee were on duty.
  - 5.16 All employees shall handle incidents that occur during extra-duty assignments as they would while on-duty or as specified in Section 6 of this SOG.
  - 5.17 All reports made as a result of extra-duty employment must be approved by an on-duty supervisor.
  - 5.18 Extra-duty employees shall notify an on-duty supervisor as soon as practical in those events where police administration would ordinarily have a need to know (e.g. injuries to an officer or arrestee; mass arrests; volatile situations, etc.)
  - 5.19 An Extra-Duty Log is posted on Sharepoint and in the UOB folder on the N:Drive. This log will assist in rapid deployment of sworn personnel in cases of emergency operations (e.g. civil disturbances, natural disasters, etc.). Officers working extra-duty must ensure the time and location they are working the assignment is documented on the log. Extra-duty assignment information must be on the log at least 24 hours prior to the start of the assignment, except in those cases where the job originates in less than 24 hours.
  - 5.20 When working an extra-duty assignment, the involved employee shall notify the Emergency Communications Center prior to beginning the assignment and shall provide the following information: (CALEA 81.2.4)
    - 5.20.1 Employee's name and DSN;
    - 5.20.2 Location of the assignment;
    - 5.20.3 Duration of the extra-duty shift.

## **6 ARRESTS DURING EXTRA-DUTY EMPLOYMENT**

- 6.1 Because supervisors are not present during most extra-duty assignments, officers should use a heightened degree of discretion and common sense when handling situations with the potential for arrest.
- 6.2 Misdemeanor Violations

## **SOG 204.2**

### **Extra-Duty and Off-Duty Employment**

Effective Date: 04/04/2017

- 6.2.1 Officers engaged in extra-duty employment have the same power and discretion as an on-duty officer and may arrest or issue a summons based on probable cause or make an arrest pursuant to a warrant.
  - 6.2.2 An extra-duty officer shall have the dispatcher log a case number in reference to the incident and will write a complete report detailing the facts of the case.
  - 6.2.3 If an arrest is made, an on-duty officer or the Detention Transportation Vehicle shall be called to transport the prisoner.
- 6.3 Felony Violations
  - 6.3.1 Officers engaged in extra-duty employment have the same power and discretion as an on-duty officer and may arrest for a felony crime based on probable cause or pursuant to an arrest warrant.
  - 6.3.2 In the case of a felony arrest, an on-duty officer should be called to take custody of the prisoner and conduct the investigation. The extra-duty officer shall assist as needed.
  - 6.3.3 The extra-duty officer shall write a supplemental report in regard to the felony arrest, which will be in addition to a report made by the on-duty officer.

## **7 ARRESTS DURING OFF-DUTY EMPLOYMENT**

- 7.1 Officers working in an off-duty capacity are discouraged from making arrests, unless it is necessary to prevent injury to themselves or others.
- 7.2 Any arrest made while off-duty must be in accordance with SOG 101.3 – Limits of Authority and SOG 103.1 – Code of Conduct.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 07/01/2015	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>204.3</b>
<b>Accreditation Index:</b> 25.1.1, 26.1.6 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Personnel	<b>Chapter Title:</b> Compensation, Benefits & Working Conditions		
<b>Chief of Police:</b>			

## Grievance System

### I Policy

The Springfield Police Department recognizes the legitimate need for a structured process for reviewing employee grievances. Employees must have the means to bring to the attention of management issues of concern. Properly conducted, the resolution of grievances can result in improved employee morale and greater job satisfaction. It is the policy of the Springfield Police Department to resolve grievances at the lowest organizational level possible and to always comply with the grievance processing requirements of Merit Rule or the current Collective Bargaining Agreement between the City of Springfield and the Springfield Police Officers Association (SPOA), whichever is applicable.<sup>1</sup>

### II Definitions

**Grievance** - any issue which results in an employee feeling dissatisfied or annoyed with some aspect of their work over which they have no control (Merit Rule 13.5.-a). (CALEA 25.1.1(a) - 5<sup>th</sup> Edition)

### III Procedure

#### 1 MEMBERS OF THE SPOA BARGAINING UNIT<sup>2</sup>

1.1 Grievance procedures for employees who are members of the SPOA Bargaining Unit will be governed by Article 16 and Article 17 of the Collective Bargaining Agreement. The Collective Bargaining Agreement is available on the City Share webpage.

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<sup>1</sup> Policy Statement revised to include reference to the SPOA Collective Bargaining Agreement, per PCO 15-035.

<sup>2</sup> Section 1 added regarding the grievance procedure for members of the SPOA Bargaining Unit, per PCO 15-035.

## **SOG 204.3**

### **Grievance System**

Effective Date: 07/01/2015

## **2 OTHER POLICE DEPARTMENT EMPLOYEES <sup>3</sup>**

### **2.1 Initiation and Presentation of the Grievance (CALEA 25.1.1(a) - 5<sup>th</sup> Edition)**

2.1.1 An employee with a grievance should discuss the issue first with their immediate supervisor. This presentation may be formal or informal. (CALEA 25.1.1(c) - 5<sup>th</sup> Edition)

2.1.1(a) Whenever the employee is aggrieved by some act of commission or omission on the part of their immediate supervisor, they may initiate the action authorized by this procedure by explaining the grievance to the immediate supervisor of the said supervisor or may initiate the action authorized by forwarding the appeal form to the immediate supervisor of said supervisor. {Merit Rule 13.5(b)(8)}

2.1.2 The aggrieved employee should present the facts of the case as clearly and as objectively as possible. (CALEA 25.1.1(c) - 5<sup>th</sup> Edition)

2.1.3 Grievance discussions shall be conducted in a professional and courteous manner at all times.

2.1.3(a) The supervisor shall calmly and actively listen to the employee with a willing attitude to resolve the complaint, if possible.

2.1.3(b) The complaint shall receive prompt, objective, and thorough consideration.

2.1.4 Employees are free to ask questions or to seek resolution of the complaint without discrimination, coercion, restraint, or reprisal.

2.1.4(a) Supervisors or commanders who seek reprisal as a result of a grievance lodged by an employee may receive severe disciplinary action.

2.1.5 If an employee wishes, they may be accompanied by another employee during the meeting. (CALEA 25.1.1(e) - 5<sup>th</sup> Edition)

2.1.6 Whenever possible, grievance hearings should be conducted during the regularly scheduled working hours of the persons involved.

2.1.7 Every effort should be made to try to resolve the grievance at the lowest supervisory level.

2.1.7(a) Any step in the grievance process may be the last and the complaint considered settled if all involved parties are satisfied.

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<sup>3</sup> Section 2 heading added, all subsequent sections were renumbered accordingly, per PCO 15-035.

## **SOG 204.3**

### **Grievance System**

Effective Date: 07/01/2015

- 2.2 GRIEVANCE PROCESS AND TIMETABLE (CALEA 25.1.1 and 26.1.6 - 5<sup>th</sup> Edition)
  - 2.2.1 The immediate supervisor, upon hearing the grievance, either alone or with the assistance of superiors, shall reach a decision and shall communicate that decision to the aggrieved employee within two working days.
  - 2.2.2 If the employee remains unsatisfied, they shall have three working days to write an appeal, setting forth the facts of the case and citing appropriate Merit Rule provisions impacting on the case. Within that time period, the employee shall submit the written appeal to the Chief of Police. (CALEA 25.1.1(c) - 5<sup>th</sup> Edition)
  - 2.2.3 Upon receipt of the appeal, the Chief of Police shall obtain all pertinent information and may hold conference with all involved parties.
    - 2.2.3(a) Within three working days of receiving the written appeal, the Chief of Police shall notify the employee and the supervisor of the decision in writing.
  - 2.2.4 If the appeal to the Chief of Police does not satisfy the aggrieved employee, they may request appeal to the City Manager. Such request shall be filed with the Director of Human Resources.
    - 2.2.4(a) The Director of Human Resources shall assemble the facts of the case.
    - 2.2.4(b) The City Manager may conduct a conference with the involved persons to hear statements and to ask questions.
    - 2.2.4(c) Within five working days following receipt of the appeal, the City Manager shall present the decision in writing to the Chief of Police and the employee.
  - 2.2.5 Upon completion of the appeal process, the Chief of Police or designee shall provide a copy of the grievance and associated documentation to the IIAU Supervisor.
- 2.3 CONTENT OF THE CASE PACKAGE

The written appeal document shall contain at a minimum:

  - 2.3.1 Date, time, and location of the incident, if appropriate.
  - 2.3.2 Names of all persons involved;
  - 2.3.3 Names of witnesses (if non-employees, include addresses and telephone numbers);
  - 2.3.4 A chronological, detailed description of the incident(s)
    - 2.3.4(a) A written allegation of the wrongful action taken or harm committed;
  - 2.3.5 Supporting documentation, if available;

## **SOG 204.3**

### **Grievance System**

Effective Date: 07/01/2015

- 2.3.6 Reference to the appropriate Merit Rule provision which impacts on the source of the grievance;
- 2.3.7 A written statement describing the remedy or adjustment sought by the aggrieved employee;
- 2.4 **COORDINATION OF THE GRIEVANCE SYSTEM**
  - 2.4.1 The Inspections and Internal Affairs Unit Supervisor shall have the responsibility to coordinate summary information on all grievances presented to the Chief of Police, including those grievances submitted directly to the Director of Human Resources and later presented to the Chief of Police for a response.
  - 2.4.2 The Inspections and Internal Affairs Unit Supervisor shall annually tabulate and analyze grievance data. This analysis shall be included in a written report to the Chief of Police and shall be used to identify issues or patterns of behavior which, if addressed, may reduce the number of grievances in the future.
  - 2.4.3 The Chief of Police shall ensure that the Inspections and Internal Affairs Unit receives all information necessary to comply with 4.1 above.
  - 2.4.4 All grievance records, data, and written appeals shall be physically secured in a locked file and a locked office after duty hours.
    - 2.4.4(a) If such information is stored on computer, the access must be controlled by password and system account identification.
    - 2.4.4(b) Grievance records are considered to be personnel records, closed under Ch. 610, RSMo. Access to grievance records, statements or other file material is restricted to employees who are named as principals in the recorded grievance, Inspections and Internal Affairs Staff, and the Chief of Police.
- 2.5 **APPEAL TO THE PERSONNEL BOARD (CALEA 26.1.6 - 5<sup>th</sup> Edition)**
  - 2.5.1 The Personnel Board hears only cases which involve dismissal, demotion, reduction in pay, or suspension. (Merit Rule 13.6-a)
  - 2.5.2 Refer to Merit Rule 13.6 for further details on the Personnel Board hearing process.
  - 2.5.3 Appeals presented directly to the Personnel Board will not be included in the annual analysis of grievances by the IIAU Supervisor.

## **IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>204.4</b>
<b>Accreditation Index:</b> 11.4.5, 22.2.2			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Compensation, Benefits, and Working Conditions	
<b>Chief of Police:</b>			

## Legal Assistance and Liability

### I Policy

The policy of the City of Springfield with respect to the defense and indemnity of its employees is as set out in General Ordinance No. 5052, enacted February 5, 2001. This ordinance states as follows:

Section 2-93. Indemnity of City officers and employees.

The City of Springfield may defend, save harmless and indemnify any of its officers and employees, whether elective or appointive, against any tort claim or demand, whether groundless or otherwise arising out of an alleged act or omission occurring in the performance of duty. The provisions of this section do not apply in case of malfeasance in office or willful or wanton neglect of duty.

The procedures and statements set out herein are not intended to in any way modify or change the provisions of the above-referenced ordinance. In the event of any conflict between the terms of this policy and those of the ordinance, the ordinance shall control. <sup>1</sup>

### II Definitions

### III Procedure

#### 1 GENERALLY

##### 1.1 Scope

1.1.1 The scope of the City's policy shall be as described in the preceding

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<sup>1</sup> Policy Statement revised, ordinance reference corrected, per Policy Change Order 17-011.

## **SOG 204.4**

### **Legal Assistance and Liability**

Effective Date: 04/04/2017

Section I. Policy, above. The obligations and provisions of this Guideline contained herein shall apply to regular commissioned police officers commissioned and acting pursuant to applicable state law and local ordinance.

- 1.1.2 Upon official service or notification of imminent or threatened legal action or legal demand as a result of status as a law enforcement employee or in any way naming the City of Springfield, the named employee shall notify the Office of Chief of Police and the City Attorney's Office, and shall supply a copy of the summons, subpoena, correspondence and/or all other documents relevant to the action to both offices no later than the next business day following service or notification. (CALEA 11.4.5) <sup>2</sup>
- 1.1.3 Such served employee shall be responsible for adhering to the orders of the subpoena or other direction by the court.

## **2 LEGAL ASSISTANCE**

- 2.1 When a Police Department employee is the subject of a criminal proceeding, if he chooses to have an attorney, he shall be represented by an attorney employed and paid by the employee, or one appointed to represent the employee by the court.
- 2.2 In civil liability situations arising out of the operation of a City-owned or leased vehicle by a Police department employee, the City may tender the defense of the matter to its vehicle insurance carrier, for defense and indemnity pursuant to the terms of the City's vehicle insurance policy. The employee shall cooperate fully with the insurer and its designated defense counsel in the defense of the matter, in the same manner as described in Paragraph 2.4 herein.
- 2.3 In other situations in which a Police Department employee is sued in a civil action for acts done in the performance of official duties, the City may choose to defend the employee by the City Attorney's office or by other appropriate legal counsel as may be approved and hired by the City, provided that the hiring of such outside counsel is approved by the City Council.
- 2.4 Decisions regarding the defense of employees are made on a case by case basis, depending upon the facts of each situation, and are at the discretion of the City. As a condition of such representation by the City or its outside counsel, the employee shall cooperate fully in the defense of the claim, shall follow counsel's legal advice with respect to the claim, and shall take no action detrimental to the interests of the City in the defense of the matter.

## **IV Attachments**

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2 Section 1.1.2 revised, 5<sup>th</sup> Edition removed from CALEA standard reference, per Policy Change Order 17-011.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>204.5</b>
<b>Accreditation Index:</b> 22.2.2 (CALEA 5 <sup>th</sup> Edition)			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Compensation, Benefits & Working Conditions	
<b>Chief of Police:</b>			

## Disability and Death Benefits Program

### I Policy

The Springfield Police Department shall make a program of benefits as administered by the City of Springfield and the State of Missouri available to those qualified employees or their surviving families who are affected as a result of disability or death.

### II Definitions

### III Procedure<sup>1</sup>

- 1 All work related illness and injuries shall be immediately reported to the employee's immediate supervisor.
  - 1.1 Employee Responsibility
    - 1.1.1 Immediately report illness or injury to immediate supervisor by completing the Worker's Compensation Incident Report.
    - 1.1.2 Complete IDC to supervisor including all information.
  - 1.2 Supervisor Responsibility
    - 1.2.1 For non-life threatening injuries fax the completed Worker's Compensation Incident Report to Human Resources at 864-1610 and contact Human Resources at 864-1605 for a medical referral.
    - 1.2.2 For life threatening injuries have employee transported to nearest emergency/trauma center and complete and fax forms as soon as possible.

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<sup>1</sup> Section II Procedure, grammatical correction, per Policy Change Order 14-007, Effective Date 05/31/2014.

## **SOG 204.5**

### **Disability and Death Benefits Program**

Effective Date: 05/31/2014

- 1.2.2(a) Body fluid exposures should be directed to St. John's Emergency Trauma Center.
  - 1.2.3 Report any serious injury to Watch Commander.
  - 1.2.4 Collect and preserve any physical evidence.
  - 1.2.5 Identify and interview witnesses.
  - 1.2.6 Photograph visible injuries
  - 1.2.7 Complete the following forms:
    - 1.2.7(a) Supervisor Incident Investigation Report shall be faxed to 864-1610 as soon as possible.
    - 1.2.7(b) I.D.C. by Supervisor
  - 1.2.8 The supervisor will ensure that any related reports are completed and attached to the packet. The Workers' Compensation Report will be completed by employee, if able.<sup>2</sup>
  - 1.2.9 Supervisors shall ensure that the packet, along with any reports, and medical bills are completed and sent through their chain of command as soon as possible (within 24 hours). See Incident Cover Sheet, SPD Form # 96-OP-0246, for dissemination information.<sup>3</sup>
  - 1.2.10 The packet is routed from the Bureau Commander to the Department Safety Representative, who will review the reports for completeness. The packet is then forwarded to the Chief of Police, and then to the City Occupational Health Coordinator. A copy will be maintained for the Police Department and forwarded to the Chief of Police.
- 2 **DISABILITY BENEFITS (CALEA 22.2.2(c) – 5<sup>th</sup> Edition)**
  - 2.1 **Disability Pay**
    - 2.1.1 Payment for Total Temporary Disability (TTD), which is the required Workers' Compensation income when an employee is not able to work, is processed by the City's Third Party Administrator and will be available to the employee on the City's normal pay date.
    - 2.1.2 This payment is equal to 66 2/3's of the employee's average weekly wage and is non-taxable income.
    - 2.1.3 A supplemental paycheck will be generated and paid through the City's payroll system to ensure the employee receives their "normal net" during the first twenty-six (26) weeks of their injury.
      - 2.1.3(a) This supplemental check is provided by the City and is taxable income.

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2 Section 1.2.8 deleted listed examples and corrected grammar, per Policy Change Order 14-007, Effective Date 05/31/2014.

3 Section 1.2.9 added the title and form number of the Incident Cover Sheet, per Policy Change Order 14-007, Effective Date 05/31/2014.

## **SOG 204.5**

### **Disability and Death Benefits Program**

Effective Date: 05/31/2014

- 2.1.3(b) If the supplemental check is not sufficient to cover the employee's deductions, the employee will be required to make up those deductions.<sup>4</sup>
- 2.2 Payment of Health and Medical Insurance When Disabled
  - 2.2.1 The City will pay the employee's portion for the health plans authorized under City Merit Rule 25.1 and 25.2, when the employee is off work due to an injury covered by Workers' Compensation, or other injury on the job covered by City Merit Rule 22.6, until the employee has recovered and returned to work, or until the employment relationship is terminated with the City, whichever occurs first.
- 2.3 Duty Disability
  - 2.3.1 Any sworn employee of the Police Department under the Police and Fire Pension System, irrespective of length of service, who becomes disabled as the direct result of occupational duties, including but not limited to accidents and/or hazards peculiar to the employment, shall be entitled to a duty disability pension.
    - 2.3.1(a) The rate of pension for duty disability shall be sixty-six and two-thirds (66 2/3) percent of the rate of salary of the member in effect the date of disability.
    - 2.3.1(b) For complete information on duty and non-duty pensions, see the Police and Fire Retirement System Manual.
  - 2.3.2 Any employee of the Police Department under the LAGERS Retirement System who becomes unable to perform their duties as an employee due to a disability or disease that arose out of those duties may receive a LAGERS duty disability benefit. This benefit does not require the member to be vested with five or more years of service credit in order to be eligible.
    - 2.3.2(a) The benefit would be calculated using the current benefit program in effect at their subdivision, their final average salary and the total years and months the member would have accrued from their employment date to their sixtieth birthday.
    - 2.3.2(b) Further information on the Missouri Local Government Employees Retirement System may be obtained at [www.molagers.org](http://www.molagers.org).

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<sup>4</sup> The section previously numbered 2.1.3(b) was deleted, the remaining sections renumbered as necessary, per Policy Change Order 14-007, Effective Date 05/31/2014.

## **SOG 204.5**

### **Disability and Death Benefits Program**

Effective Date: 05/31/2014

- 3 SURVIVOR'S BENEFITS AND OTHER ASSISTANCE – DUTY CONNECTED DEATH (CALEA 22.2.2(c) – 5<sup>th</sup> Edition)
  - 3.1 Under the Police and Fire Pension System, a pension equal to fifty (50) percent of the salary of the member in effect at date of death shall be payable to a surviving spouse of a member whose death occurs as the direct result of the performance of an act of duty.
    - 3.1.1 If minor children under the age of eighteen (18) also survive the member, then additional allowance shall be made on account of each child.
    - 3.1.2 For complete information on duty and non-duty pensions, see Police and Fire Retirement System Manual.
  - 3.2 If an employee of the Police Department under the LAGERS Retirement System dies before retirement as the result of a duty-related injury or illness, the surviving spouse, to whom the deceased member was married on the date of onset of the injury or illness that resulted in the member's death, is entitled to receive a surviving spouse benefit.
    - 3.2.1 The survivor's benefit is calculated to include the period of time to when the deceased member would have attained the age of 60 or the date the member would have acquired five years of credited service, if later.
    - 3.2.2 Further information on the Missouri Local Government Employees Retirement System may be obtained at [www.molagers.org](http://www.molagers.org).
  - 3.3 Public Safety Officers' Benefit Act (PSOB Act 42 U.S.C. 3797, et seq. U.S. Department of Justice), "Line of Duty" Death provides a one-time financial benefit to the eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty or certain eligible heart attacks or strokes.
    - 3.3.1 The Act also provides the same benefit to a public safety officer who has been permanently and totally disabled as the direct result of a catastrophic personal injury sustained in the line of duty.
      - 3.3.1(a) The injury must permanently prevent the officer from performing any gainful work and has been approved for quadriplegics and people existing in a comatose state.
    - 3.3.2 The Hometown Heroes Survivors Benefits Act of 2003 modifies the PSOB Act and establishes a presumption of death in the line of duty when a qualified individual dies as a result of a heart attack or stroke within 24 hours of working a shift.
  - 3.4 Concerns of Police Survivors, Inc. provides resources to assist in the rebuilding of the lives of surviving families of law enforcement officers killed in the line of duty as determined by Federal criteria.

## **SOG 204.5**

### **Disability and Death Benefits Program**

Effective Date: 05/31/2014

- 3.4.1 COPS also provides training to law enforcement agencies on survivor victimization issues and educates the public of the need to support the law enforcement profession and its survivors.
  - 3.4.2 Additional information may be obtained by contacting: Concerns of Police Survivors: P.O. Box 3199 Camdenton, Missouri 65020, (573) 346-4911, [www.nationalcops.org](http://www.nationalcops.org).
- 3.5 Missouri Victim's Compensation Fund – Does not have a benefit fund specifically for officers killed in the line of duty.
  - 3.5.1 However, funds may be provided through the Missouri Victim's Compensation Fund.
  - 3.5.2 Beneficiaries of this fund may be:
    - 3.5.2(a) Victims of violent crimes; the surviving spouse, child, or other dependent of a deceased violent crime victim; a family member who, in the event of a victim's death, legally assumes the obligations or voluntarily pays the medical and/or burial expenses incurred as a direct result of the crime.
  - 3.5.3 Benefits from this fund may cover:
    - 3.5.3(a) Loss of earnings or support, funeral expenses, reasonable medical, drug, counseling and other expenses to a maximum limit of \$25,000.
  - 3.5.4 For more information contact the Division of Workers Compensation, Jefferson City, Missouri at (573) 751-4231.
- 3.6 Greene County 100 Club
  - 3.6.1 The Greene County 100 Club is a community support group that may provide a monetary benefit to the surviving spouse and dependent children of police officers killed in the line of duty while performing official duties for a Law Enforcement Agency of, or within, Greene County.
    - 3.6.1(a) Benefits provided are subject to availability of funds.
- 3.7 Fraternal Order of Police
  - 3.7.1 Police Officers of the Department who are members of the Fraternal Order of Police (F.O.P.) may be eligible for accidental death and/or line of duty death benefits from the F.O.P.
    - 3.7.1(a) Current benefits range from \$10,000 to \$40,000 for a wide range of circumstances involving an officer's death.
    - 3.7.1(b) For more information visit the Fraternal Order of Police website at [www.fop.net](http://www.fop.net) or the Missouri Fraternal Order of Police website at [www.mofop.org](http://www.mofop.org).

**SOG 204.5****Disability and Death Benefits Program**

Effective Date: 05/31/2014

**3.8 Life Insurance**

- 3.8.1 Life insurance is not provided as a benefit to City employees; however, it may be purchased through the Human Resources Department, City of Springfield.

**IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 03/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>204.6</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Personnel	<b>Chapter Title:</b> Compensation, Benefits, and Working Conditions		
<b>Chief of Police:</b>			

## Limited Duty Assignments

### I Policy

It is the policy of the Springfield Police Department to give employees a reasonable opportunity to work in a temporary limited duty assignment consistent with the needs of the department, when they cannot perform their regular duty assignment because of injury, illness, disability, or pregnancy, but are still capable of performing an alternative duty assignment. Limited duty assignments provide a work option for such employees to remain productive when they are unable to perform their regular duties or when remaining in their regular duty assignment would potentially pose an increased health or safety risk to themselves or others due to their temporary medical condition.<sup>1</sup>

### II Definitions<sup>2</sup>

**Family and Medical Leave Act (FMLA)-** Federal law providing for up to 12 weeks of annual leave for employees, in addition to leave provided by the City, due to illness, injury, or certain other family conditions/situations.

### III Procedure<sup>3</sup>

#### 1 ELIGIBLE PERSONNEL<sup>4</sup>

- 1.1 To be eligible for a limited duty assignment, an employee must be a full-time, sworn or non-sworn member of this department with a medically certified

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1 Policy Statement rewritten, pregnancy added, per Policy Change Order 17-026.

2 Definitions revised, *eligible personnel* definition/explanation moved to Section 1, per PCO 17-026.

3 Section III heading revised, per Policy Change Order 17-026.

4 Section 1 added (subsequent sections renumbered accordingly), per Policy Change Order 17-026.

## **SOG 204.6**

### **Limited Duty Assignments**

Effective Date: 04/04/2017

illness, injury, disability, or pregnancy requiring the treatment of a licensed healthcare provider and because of the medical condition cannot perform their regular duty assignment, but is still capable of performing alternate assignments.

## **2 GENERAL PROVISIONS**

- 2.1 Temporary limited duty positions are limited in number and variety. Therefore, employees injured or otherwise disabled in the line of duty shall be given preference in the assignment to limited duty.
  - 2.1.1 Assignments may be changed at any time, if deemed in the best interest of the employee or Department.
- 2.2 This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.
- 2.3 Assignment to temporary limited duty shall not affect an employee's pay classification or promotion. <sup>5</sup>
  - 2.3.1 Continuation of special assignment pay while on limited duty will be determined on a case by case basis.
- 2.4 No specific position in this department shall be established for use as a temporary limited duty assignment, nor shall any existing position be designated or utilized exclusively for employees on temporary limited duty.
- 2.5 Depending upon the nature and extent of the medical condition, an officer on temporary limited duty may be prohibited or restricted from wearing a Department uniform, carrying a service weapon, or otherwise limited in employing police powers as determined by the Chief of Police. <sup>6</sup>

## **3 TEMPORARY LIMITED DUTY ASSIGNMENTS <sup>7</sup>**

- 3.1 Temporary limited duty assignments may be drawn from a variety of technical and administrative areas that include:
  - 3.1.1 Administrative functions;
  - 3.1.2 Clerical functions;
  - 3.1.3 Desk assignments;
  - 3.1.4 Telcom.
- 3.2 Decisions on temporary limited duty shall be based upon the availability of an appropriate assignment given the applicant's knowledge, skills, and abilities and the physical limitations imposed on the employee.
- 3.3 Every effort shall be made to assign officers to positions consistent with their

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<sup>5</sup> Section 2.3 (previously 1.3) reorganized, per Policy Change Order 17-026.

<sup>6</sup> Section 2.5 (previously 1.5) revised, terminology change, per Policy Change Order 17-026.

<sup>7</sup> Section 3 (previously 2) revised, examples removed and minor wording changes, per PCO 17-026.

## **SOG 204.6**

### **Limited Duty Assignments**

Effective Date: 04/04/2017

rank and pay classifications. However, where deemed appropriate, officers may be assigned to positions designated for personnel of lower rank or pay classification. Officers working these assignments shall:

- 3.3.1 Answer to the supervisor of the unit to which they are assigned with regard to work responsibilities and performance;
- 3.3.2 Retain the pay classification and related benefits of the position held prior to temporary limited duty.

## **4 REQUESTS FOR LIMITED DUTY ASSIGNMENTS <sup>8</sup>**

### **4.1 Duty-Related Injury or Illness**

- 4.1.1 An employee who becomes temporarily disabled due to an on-the-job injury may be eligible to perform a temporary or modified assignment.
- 4.1.2 The Occupational Health Coordinator, the employee's physician, and the employee's commander will assist with placement in a limited duty position.
- 4.1.3 The Department may require the employee to be examined by a City physician at City expense to determine if the employee is able to perform a limited duty assignment.

### **4.2 Non-Duty-Related Medical Conditions**

- 4.2.1 An employee who has a temporary medical condition that is not duty related may submit a request in writing to their Bureau Commander to be placed in a temporary, modified work assignment.
- 4.2.2 The request must be accompanied by a physician's statement to support a requested reassignment, which must be signed either by the treating physician or other licensed healthcare provider. The statement must include an assessment of the nature and probable duration of the medical condition, prognosis for recovery, and nature of work restrictions.
- 4.2.3 The information will be evaluated to determine if the employee would be able to perform a temporary limited duty assignment.
- 4.2.4 If the Chief of Police determines the Department cannot accommodate the employee's temporary medical restriction, the employee will be required to utilize leave in a paid status or request a leave of absence without pay. Paid status shall consist of sick leave, vacation, or other accumulated leave.

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<sup>8</sup> Section 4 (previously 3) revised, terminology changes and minor rewording, per PCO 17-026.

## **SOG 204.6**

### **Limited Duty Assignments**

Effective Date: 04/04/2017

#### **5 ASSIGNMENT TO TEMPORARY LIMITED DUTY <sup>9</sup>**

- 5.1 Upon approval of limited duty status by the Chief of Police, the employee's commander shall coordinate the employee's placement into a limited duty position.
- 5.2 A reasonable effort will be made to keep the employee in the same bureau; however, the employee may be assigned to a different bureau provided a temporary limited duty position exists in the second bureau, and upon approval of the second bureau's commander.
- 5.3 While assigned to temporary limited duty, the employee shall keep their commander updated on their condition by submitting periodic statements from their physician as required by the Department.
- 5.4 Temporary limited duty assignments may be authorized for up to 30 days by the respective Bureau Commander. Limited duty assignments for more than 30 days and up to six months may be authorized by the Chief of Police. Beyond six months, the status of the employee will be determined through applicable ordinances, Workman's Compensation Rules, Merit Rules, and the ability of the employee to perform the essential functions of the job.
- 5.5 When the conditions of this Standard Operating Guideline are met and the employee refuses to work limited duty, the employee may be ordered to perform the limited duty assignment. The continued refusal of an employee to work in a limited duty capacity will be grounds to remove the employee from pay status and initiate appropriate disciplinary action.

#### **6 RETURN TO FULL DUTY <sup>10</sup>**

- 6.1 In order to return to full duty, the employee must present a written physician's statement to their commander indicating the employee is able to return to full duty based upon the essential functions as listed in their job description.
- 6.2 The employee's commander shall then coordinate the return of the employee. The City may request a supplemental examination by the City's physician prior to the employee returning to full duty.
- 6.3 The returning employee will be assigned to a job assignment based upon Department need and the availability of appropriate positions; however, a reasonable effort will be made to return the employee to their assignment held prior to the limited duty assignment or medical leave.

## **IV Attachments**

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<sup>9</sup> Section 5 (previously 4) revised, capitalization and minor wording changes, per Policy Change Order 17-026.

<sup>10</sup> Section 6 (previously 5) revised, capitalization, punctuation, and terminology changes, per PCO 17-026.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 11/30/2012	<b>Supersedes Policy Dated:</b> 03/31/2010	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>204.7</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Personnel	<b>Chapter Title:</b> Compensation, Benefits & Working Conditions		
<b>Chief of Police:</b>			

## Tuberculosis Testing

### I Policy

Tuberculosis (TB) is a potentially severe contagious disease that is spread from person to person through the air. Police Department employees, by the nature of their duties, are deemed to be “at risk” for TB. To detect and prevent the transmission of this disease testing and reading of employees is highly encouraged.

### II Definitions

**Tuberculosis (TB)** – A contagious disease that is spread from person to person through the air. The TB germs may spray into the air if a person with TB of the lungs or throat coughs, speaks, or sneezes. Anyone nearby can breathe TB germs into their lungs. People with TB infection do not feel sick and do not have any symptoms. However, they may develop TB at some time in the future.

### III Procedure

#### 1 TESTING AND READING

- 1.1 Testing and reading is highly encouraged and will be offered once annually to all employees. The Springfield/Greene County Health Department, or a contracted health services provider, will conduct the testing and reading.
- 1.2 The Uniform Operations Commander or designee will coordinate with the Springfield/Greene County Health Department, or contracted health services provider, regarding scheduling employees for testing and reading.
- 1.3 Testing and reading will be provided at no cost to all employees.

## **SOG 204.7**

### **Tuberculosis Testing**

Effective Date: 11/30/2012

- 1.4 Employees with unique physical conditions may not be suitable for this test, which is determined by the administering medical staff during the screening process.

## **2 TREATMENT**

- 2.1 The Springfield/Greene County Health Department will provide follow-up treatment and education to employees that test positive.

- 2.1.1 A positive test does not necessarily mean an active case of TB. Additional tests such as chest x-rays will need to be done to confirm a diagnosis.

## **3 RECORDS**

- 3.1 A log of those employees participating in the testing process will be maintained by the UOB Commander or designee for billing purposes.<sup>1</sup>
- 3.2 Test results will be forwarded to the employee by the health service provider.
- 3.3 Test results received by the department will be sent to Human Resources for inclusion in the employee's medical file.

## **IV Attachments**

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<sup>1</sup> Section 3.1 changed UOD to UOB, per Policy Change Order 12-107, Effective Date 11/30/2012.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/29/2016	<b>Supersedes Policy Dated:</b> 09/30/2010	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>204.8</b>
<b>Accreditation Index:</b> 22.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Compensation, Benefits, & Working Conditions	
<b>Chief of Police:</b>			

## Critical Incident Response Team

### I Policy

It is the policy of this department to provide every employee and their family with the needed emotional and psychological support associated with their involvement in a critical incident.

This directive establishes and provides guidance for deployment of the Springfield Police Department Critical Incident Response Team. The goal of the Critical Incident Response Team is to mitigate the impact on victims/personnel and to accelerate the recovery process of those experiencing stress reactions to abnormal traumatic events. The Critical Incident Response Team coordinates crisis intervention services and provides SPD employees the opportunity to receive tangible crisis intervention services and stress management education following critical incidents.

The Program Coordinator will develop and manage a Critical Incident Response Team of peer volunteers, who are specially trained and certified in Critical Incident Stress Management, to be available for immediate deployment in response to critical incidents. <sup>1</sup>

### II Definitions

**Critical Incident Response Team (CIRT)** – A support group to assist employees who have been involved in a critical incident.

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<sup>1</sup> Policy Statement revised, formatting correction and removal of abbreviations, per Policy Change Order 15-077.

## **SOG 204.8**

### **Critical Incident Response Team**

Effective Date: 03/29/2016

**Critical Incident Stress Debriefing (CISD)** – A confidential meeting between an employee or employees involved in a critical incident and members of the CIRT to allow them a chance to express their reactions regarding the incident.

**Critical Incident Stress Management (CISM)** – A comprehensive, systematic and multi-component approach to managing traumatic stress within an organization.

**Crisis Management Briefing (CMB)** – A brief, confidential meeting between the employee and members of the CIRT immediately following a critical incident to prepare the employee for future stress reactions resulting from the incident and to make them aware of appropriate stress management techniques.

**Critical Incident-** Any event an employee might experience on or off the job that is outside the realm of normal human experience and that could be expected to produce significant emotional or physical reactions.

**Program Coordinator (PC)** – A member of the CIRT who is designated to perform the administrative duties of the team. This person is appointed by the Chief of Police and is responsible for managing the team.<sup>2</sup>

## **III Procedure**

### **1 TEAM STRUCTURE**

- 1.1 Operational control and oversight of the Critical Incident Response Team is the responsibility of the Chief of Police.
- 1.2 The Chief of Police shall designate an individual who will serve as the Program Coordinator (PC). The PC shall be a member of the Springfield Police Department to ensure that they have operational knowledge of the agency and have a police mindset.
  - 1.2.1 The Program Coordinator will develop, manage, and coordinate the Critical Incident Response Team (CIRT), to include:<sup>3</sup>
    - 1.2.1(a) Activation, notification, and response of the CIRT.<sup>4</sup>
    - 1.2.1(b) Plan and coordinate training and certification requirements for CIRT members.
      - 1.2.1(b.1) Training shall be conducted through the International Critical Incident Stress Foundation, Law Enforcement Resiliency and Peer Support (LERPS) training course, or other training

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<sup>2</sup> Definition of *Program Coordinator* revised, capitalization correction, per Policy Change Order 15-077.

<sup>3</sup> Section 1.2.1 revised, *Critical Incident Response Team* spelled out, per Policy Change Order 15-077.

<sup>4</sup> Section 1.2.1(a) revised, comma added and *Critical Incident Response Team* removed, per PCO 15-077.



## **SOG 204.8**

### **Critical Incident Response Team**

Effective Date: 03/29/2016

recommended by the PC and approved by the Chief of Police.<sup>5</sup>

- 1.2.1(c) Provide training to department members and outside agencies as needed.
  - 1.2.1(d) Serve as liaison to other agency Critical Incident Stress Management (CISM) teams.
- 1.3 CIRT members, who have received specialized training in CISM, will respond to Critical Incidents. CIRT members will work closely together to ensure proper care and support is rendered in critical incident stress situations.
  - 1.3.1 CIRT members consist of the following:
    - 1.3.1(a) Professional Support
      - 1.3.1(a.1) Mental Health Professionals
      - 1.3.1(a.2) Clergy / Police Chaplains
    - 1.3.1(b) Peer Support Personnel
      - 1.3.2(b.1) Police Officers
  - 1.3.2 Teams responding to critical incidents will consist of two or more Team members.
    - 1.3.2(a) A Mental Health Professional (MHP) will be available to assist or consult in critical situations.
    - 1.3.2(b) A member of the Police Chaplains Unit will also be available, if needed.
    - 1.3.2(c) The involved employee may also have any other person contacted to respond and assist them following the critical incident. This may include another employee, friend, family member, or a member of the clergy.<sup>6</sup>
  - 1.3.3 The recruitment and selection of CIRT members will be the responsibility of the PC, with the approval of the Chief of Police.<sup>7</sup>
    - 1.3.3(a) Qualifications for the position of CIRT Peer Support member shall include:
      - 1.3.3(a.1) Police officer of any rank;
      - 1.3.3(a.2) In good standing, not currently suspended or on probation;
      - 1.3.3(a.3) Having at least five years of fulltime experience with the Springfield Police Department, unless otherwise

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<sup>5</sup> Section 1.2.1(b.1) revised, additional training options added, per Policy Change Order 15-077.

<sup>6</sup> Section 1.3.2(c) revised, comma added, per Policy Change Order 15-077.

<sup>7</sup> Section 1.3.3 reorganized, per Policy Change Order 15-077.

## **SOG 204.8**

### **Critical Incident Response Team**

Effective Date: 03/29/2016

recommended by the PC and approved by the Chief of Police.

1.3.3(b) When a vacancy exists, an IDC will be posted listing the qualifications and the deadline for submission of a letter of intent. The selection process for the position of CIRT members shall include:

1.3.3(b.1) Documentation review for compliance with listed eligibility requirements.

1.3.3(b.2) Oral interview.

## **2 INCIDENT RESPONSE**

2.1 The Watch Commander should notify the PC of any of the following critical incidents:<sup>8</sup>

2.1.1 Police-related shootings;

2.1.2 Death or serious injury of an employee;

2.1.3 Death or serious injury of another at the hands of an employee;

2.1.4 Suicide of an employee;

2.1.5 Mass casualty incident;

2.1.6 Death or serious injury of children;

2.1.7 Involvement in a multiple fatality or an unusually violent crime scene;

2.1.8 Any other incident which causes a high level of stress to an employee.

2.2 Upon notification, the PC will make a determination as to the appropriate level of response from the CIRT. The PC will ensure the Chief of Police is informed of the CIRT response.<sup>9</sup>

2.3 If directed, CIRT members will immediately respond to make personal contact with the involved employee following their involvement in a critical incident.<sup>10</sup>

2.3.1 The CIRT member(s) will conduct a Crisis Management Briefing (CMB) to provide the employee with information on CISM.

2.3.2 The CIRT member(s) will discuss with the employee various stress reactions they may experience as a result of the critical incident and will provide information about resources that are available.

2.3.2(a) CIRT member(s) will remain with the involved employee as long as necessary to provide short-term support.

2.3.2(b) CIRT member(s) will provide additional CIRT services as requested by the involved employee.

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<sup>8</sup> Section 2.1 revised, minor wording changes, per Policy Change Order 15-077.

<sup>9</sup> Section 2.2 revised, *Program Coordinator* abbreviated and minor wording change, per PCO 15-077.

<sup>10</sup> Section 2.3 revised, minor wording changes, per Policy Change Order 15-077.

## **SOG 204.8**

### **Critical Incident Response Team**

Effective Date: 03/29/2016

- 2.3.3 The CIRT will attend to the needs of the affected employee only and will not be used to investigate the incident.
- 2.4 At the conclusion of any related administrative or criminal investigations; the PC, with input from other CIRT members, will determine if a Critical Incident Stress Debriefing (CISD) is necessary.<sup>11</sup>
  - 2.4.1 When debriefings are necessary, all employees involved in the critical incident will be invited to attend.
    - 2.4.1(a) Every attempt will be made to schedule the CISD during the employees' regularly-scheduled shift.
  - 2.4.2 A CISD is an educational stress debriefing and is not counseling or an operational critique.
    - 2.4.2(a) There shall be no media or uninvolved observers allowed in the debriefing.
    - 2.4.2(b) No notes or records are to be made of anything that occurs or is said in the debriefing.
  - 2.4.3 The CIRT will also conduct one-on-one debriefings with involved employees, if determined necessary.
- 2.5 If the CIRT does not respond to a traumatic incident, involved employees may contact the CIRT and/or Employee Assistance Program (EAP) and request services for themselves and/or their family members.<sup>12</sup>
  - 2.5.1 If the employee wishes, a Mental Health Professional representative or CIRT member will be available to meet with them and/or their family members. Employees are encouraged to consider this opportunity since their children, spouses, and parents may also be traumatized by critical incidents.

## **3 CONFIDENTIALITY**

- 3.1 Confidentiality for statements made by the employee will be honored by the CIRT in accordance with the EAP confidentiality regulations (unless disclosure is required by other applicable law).<sup>13</sup>
  - 3.1.1 CIRT personnel under EAP regulations may not honor confidentiality if the CIRT learns of criminal activity, someone threatens to harm him or herself or others, or there is a reasonable suspicion that domestic abuse occurred. Thus, under these circumstances it will not be required to obtain a release from clients to share information between the PC and the EAP Administrator. This will permit a fluid

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<sup>11</sup> Section 2.4 revised, minor wording and punctuation changes, per Policy Change Order 15-077.

<sup>12</sup> Section 2.5 revised, minor wording changes, per Policy Change Order 15-077.

<sup>13</sup> Section 3.1.1 revised, minor wording changes, per Policy Change Order 15-077.

## **SOG 204.8**

Critical Incident Response Team

Effective Date: 03/29/2016

exchange of information for the purpose of providing appropriate and comprehensive support services.

### **4 EMPLOYEE ASSISTANCE PROGRAM REFERRALS AND FOLLOW-UP <sup>14</sup>**

4.1 Follow-up services are intended to reduce the stress levels of employees and to assure them of continued departmental support.

4.2 Post-traumatic stress follow-up services will be provided to employees and family members through the EAP, as needed.

4.2.1 Information regarding the EAP is outlined in Merit Rule 28. Additional information and EAP services are available on the City Sharepoint website. <sup>15</sup>

## **IV Attachments**

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<sup>14</sup> Section 4 heading revised, per Policy Change Order 15-077.

<sup>15</sup> Section 4.2.1 revised, EAP information sources added, per Policy Change Order 15-077.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 09/30/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>205.2</b>
<b>Accreditation Index:</b> 35.1.1, 35.1.2, 35.1.7			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Career Development	
<b>Chief of Police:</b>			

## Performance Evaluations

### I Policy

It shall be the policy of the Springfield Police Department to establish and maintain a system for employee evaluations. The evaluation system shall be a management tool utilized to:

- communicate job expectations and performance standards to employees;
- provide feedback to employees concerning their job performance;
- modify work behavior;
- assist in personnel and compensation decisions;
- enhance career development.

### II Definitions <sup>1</sup>

**Critical Incident** – Job performance worthy of documentation for performance evaluation purposes.

**Core Competencies** – A written summary of the tasks and activities in which an employee engages while performing their job. It shall include job-related traits such as appearance and attendance.

**Performance Evaluation** – The process by which the organization measures the knowledge, skills, and abilities demonstrated through the job performance of individual members of the department.

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<sup>1</sup> Definitions revised, capitalization changes made for consistency, per Policy Change Order 17-025.

## **SOG 205.2**

### **Performance Evaluations**

Effective Date: 04/04/2017

**Probationary Period** – The probationary period is the examination period during which the employee can be removed by the appointing authority without right to appeal or hearing if their work performance does not meet required standards. The length of probationary will be as follows:

- The first six (6) months of service in a position to which an employee has been probationally appointed, promoted, re-employed or reinstated under the provision of Merit Rule 9 shall constitute a probationary period; provided that, with the approval of the Director of Human Resources, the Department Head may have the period extended for no more than an additional six (6) months or any part thereof.
- The probationary period for any employee in the position of Police Officer shall last a minimum of one year from the date of the start of the Police Officer's academy, but no longer than 18 months from the date of appointment as a Police Officer for those officers hired prior to the start of an academy notwithstanding any interim promotions or pay increases.

## **III Procedure**

### **1 ADMINISTRATIVE STANDARDS**

- 1.1 In order to insure accurate and timely performance evaluation, the following administrative standards shall apply:
  - 1.1.1 Supervisors shall receive formal rater training in performance appraisal from the Department of Human Resources or their designee. (CALEA 35.1.1)
  - 1.1.2 Evaluation interviews shall be conducted and documented by supervisors a minimum of once each year.
  - 1.1.3 In the field designated "Evaluation Period", the rating supervisor shall enter the date the rating period began and the last date of the rating period, generally denoting one calendar year.
  - 1.1.4 Supervisors shall utilize the Performance Appraisal Forms approved by the Department of Human Resources for the Springfield Police Department (located on the SharePoint website under the Supervisor Resources tab).
  - 1.1.5 Performance evaluations should be completed and submitted through the chain of command no later than 30 days prior to the conclusion of the rating year, unless an extension is authorized by the Bureau Commander.<sup>2</sup>
  - 1.1.6 Supervisors shall comply with all instructions presented to the evaluator in completing the Performance Appraisal Form.

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<sup>2</sup> Section 1.1.5 revised, old numbering reference deleted, per Policy Change Order 17-025.

## **SOG 205.2**

### **Performance Evaluations**

Effective Date: 04/04/2017

- 1.1.7 When an employee's job performance is deemed to be unsatisfactory, the supervisor shall notify them in writing. This should occur as soon as the supervisor becomes aware of the deficiency.
- 1.1.8 Failing Performance Appraisal Notification
  - 1.1.8(a) When a non-probationary employee's overall job performance is deemed to be unsatisfactory and a failing evaluation is anticipated, the supervisor will notify the employee in a written IDC in a timely manner.
  - 1.1.8(b) The IDC will:
    - 1.1.8(b.1) Be given to the employee during an interview where the IDC will be discussed;
    - 1.1.8(b.2) Specifically state the reason for the failing evaluation with supporting documentation;
    - 1.1.8(b.3) Be accompanied by a completed Human Resources Performance Improvement Plan, which will document the actions necessary for the employee to reach an acceptable level of performance;
    - 1.1.8(b.4) Be signed by the employee and have a copy forwarded through the employee's chain of command for review;
    - 1.1.8(b.5) Have an employee signed copy sent to the Inspections and Internal Affairs Unit.
  - 1.1.8(c) If the unsatisfactory performance continues, the supervisor shall include this information in the performance evaluation.
- 1.2 The Performance Appraisal Form is a tool used in performing the performance evaluation function. A primary goal of the evaluation is the objective and complete assessment of the job performance of the employee during the rating year. In the event that additional information pertinent to employee performance is warranted, the rating supervisor will attach a descriptive memorandum to the Performance Appraisal Form.
- 1.3 Appeals of performance evaluations are to be made through the guidelines provided in Merit System Rule 13, Appeals, Section 13.5.
- 1.4 Raters shall be evaluated by their supervisors, in part, based on the quality of the entire rating process by which they evaluate employees.

## **2 PROCESS**

## **SOG 205.2**

### **Performance Evaluations**

Effective Date: 04/04/2017

#### **2.1 Performance Documentation**

- 2.1.1 Every supervisor will maintain a Performance Documentation File on each employee under their supervision.
- 2.1.2 The Performance Documentation File will contain an ongoing record of examples of each employee's job performance throughout the rating year.
  - 2.1.2(a) Examples of both positive and negative job performance should be recorded in this file. Note: Supervisors should include examples of performance that meets standards in that all performance ratings should be supported with specific examples.
- 2.1.3 Supervisors may use the Performance Documentation Report (SPD Form # 02-AD-0399) for making entries to this file.<sup>3</sup>
- 2.1.4 Each form should contain, at a minimum, the following information:
  - 2.1.4(a) The date and time of the incident or event;
  - 2.1.4(b) A brief description of the incident or event;
  - 2.1.4(c) Any resultant disciplinary or award action.
- 2.1.5 Information should be purged from the Performance Documentation File annually, based on the employee's evaluation date.
  - 2.1.5(a) A maximum of two years of information (preceding year and current year) should be kept in the file.
- 2.1.6 The file cabinet containing the employee Performance Documentation Files shall be kept secure.
- 2.1.7 If an electronic file is maintained, the file shall be kept on the supervisor's personal (M:/) drive, which is password protected.

### **3 PERFORMANCE APPRAISAL FORM (CALEA 35.1.1)**

#### **3.1 Measurement Definitions**

- 3.1.1 The following ratings are available for the Core Competencies:
  - 3.1.1(a) Exceeds Expectations;
  - 3.1.1(b) Occasionally Exceeds Expectations;
  - 3.1.1(c) Meets Expectations;
  - 3.1.1(d) Occasionally Meets Expectations;
  - 3.1.1(e) Fails to Meet Expectations.
- 3.1.2 In the event that your ratings span more than one section, select the rating that you are most able to support.

#### **3.2 Narrative**

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<sup>3</sup> Section 2.1.3 revised, punctuation change, per Policy Change Order 17-025.



## **SOG 205.2**

### **Performance Evaluations**

Effective Date: 04/04/2017

- 3.2.1 A narrative will be completed for each section to support the given ratings.
    - 3.2.2 The narrative will be a short, factual recounting of specific examples of employee performance that support the ratings given.
  - 3.3 Rating Documentation
    - 3.3.1 Ratings for each of the Core Competencies will be documented on the Performance Appraisal Form.
    - 3.3.2 The supervisor will sign and date the Performance Appraisal Form and will also sign the Performance Evaluation Cover Sheet.
  - 3.4 Supervisory Review
    - 3.4.1 The entire Performance Appraisal Form will then be forwarded to the rater's immediate supervisor for their review and signature prior to holding an evaluation interview with the employee.
  - 3.5 Complete an Employee Change Form, as appropriate.
- 4 PERFORMANCE APPRAISAL INTERVIEW
  - 4.1 The objectives of the performance appraisal interview are to: (CALEA 35.1.7)
    - 4.1.1 Communicate rating criteria and level of performance expected;
    - 4.1.2 Communicate the results of the performance appraisal just completed;
    - 4.1.3 Provide the employee with feedback in the form of recognition and constructive criticism for their job performance during the rating period;
    - 4.1.4 Develop objectives for job performance in the new rating period;
    - 4.1.5 Develop and/or benchmark professional goals that focus on the mutual interests of the organization and the employee. These should include career counseling topics such as advancement, specialization, and training appropriate for the employee's current position.
  - 4.2 When the appraisal interview is concluded, the rater shall complete the Career Development section of the appraisal form.
  - 4.3 The employee will be afforded the opportunity to sign and date the following forms:
    - 4.3.1 Performance Evaluation Cover Sheet.
    - 4.3.2 The Appraisal Form.
      - 4.3.2(a) The employee will be allowed to make written comments that will become a permanent part of the performance appraisal.
      - 4.3.2(b) The employee's signature does not necessarily reflect their agreement with the results of the performance appraisal. The purpose of the signature is to indicate

## **SOG 205.2**

### **Performance Evaluations**

Effective Date: 04/04/2017

the employee was given an opportunity to both view and discuss their appraisal as prepared by the rater.

4.3.2(b.1) If the employee refuses to sign the performance appraisal document the rater shall write, "refused to sign" on the form.

4.3.3 Employee Change Form (if completed).

## **5 DISTRIBUTION AND RETENTION OF FORMS**

5.1 Distribution of the evaluation reports will be as follows:

5.1.1 One set to the employee;

5.1.2 One set (original) submitted through the chain of command;

5.1.3 Employee Personnel File;

5.1.4 Human Resources;

5.1.5 In the event of a failing appraisal, a copy signed by the employee will be forwarded to the Inspections and Internal Affairs Unit.

5.2 Copies of the Performance Appraisal Forms shall be retained in the employee's file located in the Office of the Chief of Police throughout the tenure of that employee.

5.3 The original document shall be forwarded to the Director of Human Resources and shall be retained in that department for seventy-five years from the employee's date of hire, as required by the Missouri Secretary of State.

## **6 PERFORMANCE APPRAISAL – WHEN REQUIRED**

6.1 Sworn and non-sworn staff (not on probation) (CALEA 35.1.2)

6.1.1 Performance appraisals shall be conducted at a minimum of once per year.

6.1.2 Performance appraisals may be conducted more frequently for cause.

6.1.3 In cases of recent transfers, a supervisor must have supervised the employee a minimum of 90 days immediately prior to the appraisal date.

6.1.3(a) Example: If the employee's evaluation period ends on 06-01-04, it should be completed for chain-of-command review on 05-02-04; therefore, the employee must have been assigned to the evaluating supervisor on or before 02-01-04.

6.1.3(b) In the event the 90-day rule cannot be fulfilled, the appraisal shall be completed by the most appropriate supervisor, as determined by the Division Commander or above.

## **SOG 205.2**

### **Performance Evaluations**

Effective Date: 04/04/2017

- 6.2 Newly Appointed (Hired) Non-Sworn, and Newly Promoted Sworn and Non-Sworn Employees.
  - 6.2.1 All newly appointed (hired) or promoted employees will be placed in probationary status following appointment for a minimum period of six months, plus any extensions approved by Merit Rules.
  - 6.2.2 Unsatisfactory performance should be identified and corrected early through counseling, training, or other suitable personnel actions to safeguard against the appointment or promotion of employees beyond their capabilities.
  - 6.2.3 An entry level employee's Supervisor will complete an evaluation of the employee's job performance during their probationary period quarterly until the probationary period is completed.
    - 6.2.3(a) These evaluations can be completed in the form of an IDC.
    - 6.2.3(b) The evaluations shall include the following issues and observations:
      - 6.2.3(b.1) Specific examples of job performance, to include areas of performance deficiencies;
      - 6.2.3(b.2) Current level of development;
      - 6.2.3(b.3) Work attitude;
      - 6.2.3(b.4) Quality and volume of work;
      - 6.2.3(b.5) Judgment;
      - 6.2.3(b.6) Other indicators of performance appropriate to the job.
    - 6.2.3(c) The evaluation shall be reviewed with the employee, signed by the employee, and forwarded through the chain of command.
    - 6.2.3(d) The probationary officer's annual appraisal will be conducted by their current supervisor unless otherwise directed by a Division Commander or above. The 90 day rule regarding annual performance appraisals does not apply.
- 6.3 Newly Appointed Police Officers (Police Academy Trainees / Probationary Officers)
  - 6.3.1 All newly hired Police Officers will be placed in probationary status for a minimum period of one year from the date of the start of the Officer's academy, plus any extension approved by Merit Rules.
  - 6.3.2 Unsatisfactory performance should be identified and corrected early through counseling, training, or other suitable personnel actions to

## **SOG 205.2**

### **Performance Evaluations**

Effective Date: 04/04/2017

safeguard against the appointment of officers beyond their capabilities.

6.3.2(a) During academy training, the Training Section Supervisor shall continuously evaluate the job related performance of Trainees based on testing, inspections, and evaluation of conduct.

6.3.2(a.1) Written feedback shall be provided for critical incidents and substandard performance.

6.3.2(b) During field training, the Field Training Officer (FTO) becomes the Probationary Officer's immediate supervisor for training and evaluation purposes.

6.3.2(b.1) During this period, the FTO will complete a Daily Observation Report in the LEFTA computer program.

6.3.2(b.2) The FTO shall complete an End of Phase Report in the LEFTA computer program at the end of each phase.

6.3.2(c) Following field training, during the balance of the probationary period, the Squad Supervisor will complete an evaluation of the Probationary Officers job performance quarterly until the probationary period is completed.

6.3.2(c.1) These evaluations can be in the form of an IDC.

6.3.2(c.2) The evaluations shall include the following issues and observations:

6.3.2(c.2.1) Specific examples of job performance, to include areas of job performance deficiencies;

6.3.2(c.2.2) Current level of development;

6.3.2(c.2.3) Work attitude;

6.3.2(c.2.4) Quality and volume of work;

6.3.2(c.2.5) Judgment;

6.3.2(c.2.6) Other indicators of performance appropriate to the job.

## **SOG 205.2**

### **Performance Evaluations**

Effective Date: 04/04/2017

6.3.2(c.3) The evaluation shall be reviewed with the employee, signed by the employee, and forwarded through the chain of command.

6.3.2(d) The probationary officer's annual appraisal will be conducted by their current supervisor unless otherwise directed by a Division Commander or above. The 90 day rule regarding annual performance appraisal does not apply.

## **7 PERSONNEL INFORMATION UPDATE**

7.1 All employees will complete a CAD/RMS Personnel Action Form (SPD Form # 98-AD-0296) at the time of their annual evaluation. Refer to SOG 308.3 – CAD/RMS Data Management.<sup>4</sup>

7.2 The evaluating supervisor will forward the completed CAD/RMS Personnel Action Form in a sealed envelope to the Police Services Administrator for entry into the CAD system.

## **IV Attachments**

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<sup>4</sup> Section 7.1 revised, punctuation changes, per Policy Change Order 17-025.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>205.3</b>
<b>Accreditation Index:</b> 33.1.5, 35.1.9 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Career Development	
<b>Chief of Police:</b>			

## Early Intervention System

### I Policy

It is the policy of the Springfield Police Department to lessen the impact of misconduct or poor performance by some police employees through early identification and intervention and to prevent the loss of an effective employee.

Early intervention has been shown to be effective in reducing misconduct, improving community relations, and reducing turnover as a result of unfortunate events. The purpose of the Early Intervention System is to correct behaviors through training and intervention. (CALEA Standard 33.1.5 – 5<sup>th</sup> Edition)

### II Definitions

**Early Intervention System (EIS)** – a system that uses predetermined criteria and thresholds to identify personnel for evaluation and possible intervention and correction.

### III Procedure

#### 1 EARLY INTERVENTION ADMINISTRATION (CALEA 35.1.9(b) – 5<sup>th</sup> Edition)

##### 1.1 Threshold “Triggers”

1.1.1 Generally, reporting criteria or combination of criteria will have a threshold identified in terms of numbers of incidents within a specific time period.

1.1.2 When the number of incidents meets that threshold, a report will identify the employee(s) for further review and possible intervention.

## **SOG 205.3**

### **Early Intervention System**

Effective Date: 05/31/2014

- 1.1.3 The Chief of Police will determine those criteria and thresholds for programming into the system.
  - 1.2 Data Entry
    - 1.2.1 Entry of data from selected criteria will be the responsibility of an assigned employee as scheduled by the Inspections and Internal Affairs Supervisor.
    - 1.2.2 Selected data shall be entered into the system database.
  - 1.3 Reporting
    - 1.3.1 Inspections and Internal Affairs shall be the repository for all documentation of Early Intervention System identification and intervention.
    - 1.3.2 EIS records are personnel records and shall remain strictly confidential.
- 2 EARLY INTERVENTION CRITERIA AND THRESHOLDS (CALEA Standard 35.1.9 (a) and (b) – 5<sup>th</sup> Edition)
  - 2.1 Most criteria will be received by IIAU through the normal report routing process. Supervisors will not be required to tabulate and report these incidents.
    - 2.1.1 Exception: Criteria listed in Section 2.2 bearing an asterisk (\*) shall be reported by the supervisor directly to IIAU.
  - 2.2 The following criteria and thresholds shall be considered for evaluation:
    - 2.2.1 Four or more complaints of any type in a 6 month period, regardless of disposition;
    - 2.2.2 Two or more Class I complaints in a 6 month period, regardless of disposition;
    - 2.2.3 Three or more (chargeable and non-chargeable) motor vehicle crashes within 6 months;<sup>1</sup>
    - 2.2.4 Two or more chargeable motor vehicle crashes within 6 months;<sup>2</sup>
    - 2.2.5 Four or more separate and distinct Resistance/Control Incidents within 6 months;
    - 2.2.6 Three or more pursuits (as primary officer) within a 6 month period;
    - 2.2.7 Two or more pursuits (as primary officer) lacking command approval following review;
    - 2.2.8 Any Immediate Summary Action involving temporary supervisor-initiated suspension from duty;\*

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<sup>1</sup> Section 2.2.3 changed accidents to crashes, per Policy Change Order 14-010, Effective Date 05/31/2014.

<sup>2</sup> Section 2.2.4 changed accidents to crashes, per Policy Change Order 14-010, Effective Date 05/31/2014.

## **SOG 205.3**

### **Early Intervention System**

Effective Date: 05/31/2014

- 2.2.9 Any reported incidents of significant unexplained or unusual behavior that may be indicative of gross misconduct, psychological dysfunction, or substance abuse;\*
- 2.2.10 Reasonable suspicion of substance abuse;\*

## **3 INTERVENTION (CALEA Standard 35.1.9(d) – 5<sup>th</sup> Edition)**

### **3.1 Employee Performance Review**

- 3.1.1 Upon identification of an employee through the Early Intervention process, the Inspections and Internal Affairs Unit Supervisor shall notify the Bureau Commander of the involved employee.
  - 3.1.1(a) Exception: The items indicated with an asterisk (\*) in Section 2.2 will not require IIAU to notify the officer's chain of command since they are the initiating party.
- 3.1.2 The Bureau Commander and the involved employee's related chain of command shall complete the Employee Performance Review within 30 days. They will review the Early Intervention System information, as well as:
  - 3.1.2(a) Duty assignment history;
  - 3.1.2(b) Previous disciplinary history;
  - 3.1.2(c) Impact of extra-duty or off-duty employment;
  - 3.1.2(d) Any other relevant data.
- 3.1.3 If no further action is deemed warranted, the Bureau Commander shall ensure that the finding and determination is documented and a copy is provided to IIAU.
  - 3.1.3(a) No further action will be undertaken on this Early Intervention System flag information.
- 3.1.4 If further intervention is deemed necessary, the lieutenant or other command officer of the involved employee shall develop a specific, individualized plan of action for the employee to include:
  - 3.1.4(a) Employee personal data;
    - 3.1.4(a.1) It may be necessary to interview the employee concerning personal events or issues affecting work life.
  - 3.1.4(b) Current duty assignment;
  - 3.1.4(c) Description of Early Intervention issues;
  - 3.1.4(d) Identify specific behavioral objectives to be improved;
  - 3.1.4(e) Results of meeting with employee;

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3 Section 2.2.9 typographical correction, per Policy Change Order 14-010, Effective Date 05/31/2014.



## **SOG 205.3**

### **Early Intervention System**

Effective Date: 05/31/2014

- 3.1.4(f) Intervention Objectives;
  - 3.1.4(f.1) To determine what will be done and by whom;
  - 3.1.4(f.2) To determine how often or to what degree it will be done;<sup>4</sup>
  - 3.1.4(f.3) To set a specific date it will be completed;
    - 3.1.4(f.3.1) Example: "Officer Doe will successfully complete a stress management course by 8/1/2002."
    - 3.1.4(f.3.2) Example: "PSR Jones will not be the subject of any sustained complaints during the six month evaluation period."
- 3.1.4(g) Follow-up and Closure.
- 3.1.5 Upon approval of the Plan of Action by the Bureau Commander, the involved employee shall be notified and shall meet with their immediate supervisor and commander.
  - 3.1.5(a) To present the EIS finding, in writing, and the written intervention plan.
- 3.1.6 The Bureau Commander shall advise the Chief of Police of the EIS case and intervention as soon as possible.
- 3.1.7 The Plan of Action shall take effect for a period of six months from the date of approval by the Bureau Commander.
- 3.2 Participation in the EIS Plan of Action is mandatory and does not mitigate future disciplinary actions.
  - 3.2.1 Failure to fully participate will result in disciplinary action.
  - 3.2.2 Supervisors will document attendance and compliance and report in monthly performance reviews.
- 3.3 Intervention may be achieved through: (CALEA Standard 33.1.9(e) and (f) – 5<sup>th</sup> Edition)
  - 3.3.1 Mandatory referral to an employee assistance program;
  - 3.3.2 Fitness-for-duty evaluation;
  - 3.3.3 Peer counseling;

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4 Section 3.1.4(f.2) grammatical correction, per Policy Change Order 14-010, Effective Date 05/31/2014.

## **SOG 205.3**

### **Early Intervention System**

Effective Date: 05/31/2014

- 3.3.4 Additional training in a program as described in this section;
  - 3.4 The employee may be monitored strictly within their chain of command or be referred to Human Resources for specialized support. Support resources available include:
    - 3.4.1 Field monitoring or training by a supervisor;
    - 3.4.2 Temporary assignment change;
    - 3.4.3 Remedial training; (CALEA Standard 33.1.5 – 5<sup>th</sup> Edition)
    - 3.4.4 Employee Assistance Program (EAP); (CALEA Standard 35.1.9(f) – 5<sup>th</sup> Edition)
    - 3.4.5 Stress management course;
    - 3.4.6 Balancing job and personal life;
    - 3.4.7 Substance abuse resources;
    - 3.4.8 Psychological referral;
    - 3.4.9 Other topics relevant to the employee's needs;
- 4 POST INTERVENTION MONITORING AND FOLLOWUP (CALEA Standard 35.1.9(d) – 5<sup>th</sup> Edition)
  - 4.1 Employees selected for mandatory intervention shall receive intensified supervision and monitoring for a six-month period.
  - 4.2 The Chief of Police may order suspension or modification of extra-duty or off-duty employment during the six month monitoring and follow-up evaluation period;
  - 4.3 The supervisor shall utilize a narrative memorandum to detail:
    - 4.3.1 Each required performance objective;
    - 4.3.2 Description of behaviors which indicate achievement toward the objective or declining performance;
    - 4.3.3 Other relevant observations about attitude and adjustments.
  - 4.4 During this period, the first line supervisor shall conduct a written evaluation report detailing behavior, conduct, progress, and problems at least every month, or more frequently if directed.
    - 4.4.1 Failure by the supervisor to submit a complete evaluation within the time period designated is actionable under the disciplinary process.
    - 4.4.2 The section commander shall insure completion on schedule of all follow-up documentation.
    - 4.4.3 Less frequent (than monthly) evaluations are authorized IF approved by the Chief of Police.
  - 4.5 Early intervention and follow-up documentation shall remain in the employee's department file for a period of no less than five years after which it will be purged if no further performance or conduct issues occur.

## **SOG 205.3**

### **Early Intervention System**

Effective Date: 05/31/2014

#### **5 ANNUAL SYSTEM EVALUATION (CALEA Standard 35.1.9(c) – 5<sup>th</sup> Edition)**

- 5.1 The Inspections and Internal Affairs Unit Supervisor shall prepare a documented annual evaluation for the command staff concerning the administration of the Early Intervention System prior to February 1 the following year.
- 5.2 The IIAU Supervisor shall conduct a briefing to command staff to include:
  - 5.2.1 A review of data entry workload; resources and activity;
  - 5.2.2 Early Intervention flag settings for possible adjustment;
  - 5.2.3 Review of interventions and how to improve the process;
  - 5.2.4 Deficiencies or concerns;
  - 5.2.5 Recommendations.
- 5.3 A report will be written by the IIAU Supervisor documenting the final actions to be taken.

#### **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> N/A – New Policy	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>205.4</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Career Development	
<b>Chief of Police:</b>			

## Near Miss Incidents

### I Policy

It is the policy of the Springfield Police Department to monitor the actions of police employees that resulted in a near miss incident. Reviewing these near miss incidents is done in an effort to improve behavior and increase officer safety through discussion and training as necessary. The near miss incident reporting process will not be used for disciplinary purposes.

### II Definitions

**Near Miss Incident (NMI)** – Actions of police employees that narrowly avoided a serious injury, fatality, significant property damage, or other crisis.

### III Procedure

#### 1 NEAR MISS INCIDENT CRITERIA AND REPORTING

- 1.1 When a police employee is involved in a NMI, their supervisor may fill out a Near Miss Incident Report (SPD Form #17-OP-0662). The supervisor will sign and date the form and attach a copy of all related police reports.
- 1.2 The completed NMI Report packet shall be forwarded to the supervisor's lieutenant for review.
- 1.3 The lieutenant shall forward the NMI Report packet to the Springfield Police Department Safety Representative.

#### 2 RETENTION AND REVIEW PROCESS

## **SOG 205.4**

### **Near Miss Incidents**

Effective Date: 04/20/2018

- 2.1 The Safety Representative will assign an NMI identification number to the packet. NMI packets will be retained by the Safety Representative for five years.
- 2.2 Near Miss Incident reports will be reviewed by the SPD Safety Representative once a quarter to identify the circumstances and actions which contributed to the near miss incidents. An Intra-Department Communication will be completed after each quarterly review to document the findings and recommend any changes to policy or training. The report will be forwarded through the chain of command for review.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 11/30/2012	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>301.1</b>
<b>Accreditation Index:</b> 81.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Communications	
<b>Chief of Police:</b>			

## Radio Number Assignments

### I Policy

The Springfield Police Department hereby establishes a policy of radio number assignment.

### II Definitions

### III Procedure

#### 1 RESPONSIBILITIES

- 1.1 Each supervisor is responsible for insuring that radio numbers are assigned as per the following guidelines whenever a subordinate will be using a police radio. (CALEA 81.2.4(a) – 5<sup>th</sup> Edition)
- 1.2 Supervisors shall be responsible for notification of Communications personnel to provide necessary information whenever there is a deviation from the normal assignments of radio numbers. (CALEA 81.2.4(a) – 5<sup>th</sup> Edition)
- 1.3 All employees will utilize the appropriate assigned radio call numbers in the performance of their duties when such duties require the use of the police radio. Except in extreme cases, the use of personal names will be avoided.

#### 2 NUMBER ASSIGNMENTS – GENERAL (CALEA 81.2.4(c) – 5<sup>th</sup> Edition)

- 2.1 Series of Number Assignments - Each section has been assigned a specific series or subseries of numbers to identify its field units. A supervisor is indicated by the use of a zero in the last position of the radio number (the only exceptions being certain

## SOG 301.1

### Radio Number Assignments

Effective Date: 11/30/2012

units in the administration category.)<sup>1</sup>

- 1 – 29 Administration
- 30 – 99 ISSB
- 100 – 459 Uniform Operations
- 460 – 499 Special Operations
- 500 – 599 Traffic Section
- 700 – 799 Community Services
- 800 – 899 Support Services/Training
- 900 – 999 Criminal Investigations

2.2 Special Identifiers - Radio numbers may be modified in some instances to show special status of the unit. The special unit identifier shall be inserted between the first and second digit of the radio number.<sup>2</sup>

- 2.2.1 "A" (Adam) - Designates that the unit is a two officer unit.
- 2.2.2 "B" (Baker) - Designates that the unit is a bicycle unit.
- 2.2.3 "C" (Charles) - Designates that the unit has a Police Chaplain as a rider.
- 2.2.4 "F" (Frank) - Designates that the unit has two officers, one of which is in training.
- 2.2.5 "H" (Hotel) - Designates that the officer is a hostage negotiator.
  - 2.2.5(a) Hotel 1 - Primary Hostage Negotiator.
  - 2.2.5(b) Hotel 2, 3, etc. - Secondary Hostage Negotiators.
- 2.2.6 "K" (King) - Designates canine unit.
- 2.2.7 "O" (Ocean) - Designates an off-duty officer. The designator shall be inserted between the first and second digits of the officer's serial number.
  - 2.2.7(a) *Examples:*
    - 2.2.7(a.1) A two man unit assigned to beat 14 on first watch: 1A14 ( One - Adam - Fourteen)
    - 2.2.7(a.2) An off-duty officer with DSN# 444: 4O44 (Four - Ocean - Forty-four)
- 2.2.8 "T" (Tom) – Designates that the unit is participating in either academy or in-service training.

## 3 SPECIFIC NUMBER ASSIGNMENTS

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1 Section 2.1 revised Series of Number Assignments, per Policy Change Order 12-097, Effective Date 11/30/2012.

2 Section 2.2 typographical correction, per Policy Change Order 12-097, Effective Date 11/30/2012.

## **SOG 301.1**

### **Radio Number Assignments**

Effective Date: 11/30/2012

- 3.1 The list of radio numbers shall be maintained and updated by the Uniform Operations Bureau Commander or his designee. This list shall be available at the following location on the N:/drive.

3.1.1 N:\UOB\RADIO NUMBERS <sup>3</sup>

## **IV Attachments**

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<sup>3</sup> Section 3.1.1 revised, per Policy Change Order 12-097, Effective Date 11/30/2012.



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 03/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>301.2</b>
<b>Accreditation Index:</b> 81.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Communications	
<b>Chief of Police:</b>			

## 800 Mhz Radio System Administration & General Radio Procedures

### I Policy

The 800 Mhz Radio Communications system includes 7 tower sites in Greene County and 18 channels. It is a joint partnership of the City of Springfield, City Utilities, and Greene County.

It is the policy of this Police Department that members providing or requesting information on this system use clear, concise word text descriptions. Any exceptions to this general rule are contained in this procedure. Clear text transmissions involve the use of standard American English with appropriate police terminology.

### II Definitions

CAD- Computer Assisted Dispatch system

### III Procedure <sup>1</sup>

#### 1 RADIO SYSTEM STRUCTURE

- 1.1 Police personnel shall utilize the structure for the purposes as described below. Misuse may result in disciplinary action.
- 1.2 Not all radios are programmed identically. Talk group authorizations vary depending on “radio profile” and programming as determined by officers’ needs and assignment.

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<sup>1</sup> *Procedures* changed to *Procedure*, per Policy Change Order 15-055.

## **SOG 301.2**

### **800 Mhz Radio System Administration & General Radio Procedures**

Effective Date: 10/06/2015

- 1.3 The radio system is organized into the following law enforcement related talk groups:
  - 1.3.1 South District Police Operations
    - 1.3.1(a) Talk Group A1 (Radio Display: SPDZn1)
  - 1.3.2 North District Police Operations
    - 1.3.2(a) Talk Group A2 (Radio Display: SPDZn2)
  - 1.3.3 Administrative
    - 1.3.3(a) Talk Group A3 (Radio Display: SPDZn3)
  - 1.3.4 Tactical
    - 1.3.4(a) Used for extended operations (hostage/barricade, building searches, major event traffic control) requiring supervisory and/or dispatch monitoring. The supervisor will contact dispatch to request an available channel. The supervisor will then advise officers involved to switch to the tactical channel selected.
      - 1.3.4(a.1) TAC 1- Talk Group A4 (Radio Display SPTac1)
      - 1.3.4(a.2) TAC 2- Talk Group A5 (Radio Display SpTac2)
      - 1.3.4(a.3) TAC 3- Talk Group A6 (Radio Display SpTac3)
      - 1.3.4(a.4) TAC 4- Talk Group A7 (Radio Display SpTac4)
  - 1.3.5 Field Supervisor Channel
    - 1.3.5(a) Talk Group A8 (Radio Display SPD Spv)
    - 1.3.5(b) A8 on SPD Narcotics Officers radios is the talk group for Greene County Drug Enforcement Unit (DEU).
  - 1.3.6 Commanders Channel
    - 1.3.6(a) Talk Group A9 (Radio Display Command)
    - 1.3.6(b) A9 on SPD Narcotics Supervisor's radios is the talk group for Greene County DEU.
  - 1.3.7 Special Response Team (Encrypted)
    - 1.3.7(a) Talk Group A10 (Radio Display SRT)
    - 1.3.7(b) Talk Group A14 Analog Channel (Radio Display CSU)
  - 1.3.8 Special Investigations Section
    - 1.3.8(a) Talk Group A11 (Radio Display OCV)

## **SOG 301.2**

### **800 Mhz Radio System Administration & General Radio Procedures**

Effective Date: 10/06/2015

- 1.3.8(b) Narcotics Unit – Talk Group A12 (Radio Display NARC)
- 1.3.9 Persons and Property Section
  - 1.3.9(a) Talk Group A13- (Radio Display DETECT)
- 1.3.10 SPD Special Operations
  - 1.3.10(a) Talk Group A15 (Radio Display SpeOps)
- 1.3.11 SPD Common
  - 1.3.11(a) Talk Group A16 (Radio Display SPGFLD)
- 1.3.12 County-Wide Communications (CALEA 81.2.4(d)-5<sup>th</sup> Edition)
  - 1.3.12(a) The “B” channels are common and available to all radio units (City, County, and CU) using the 800 Mhz Radio system. If a county wide channel is needed for an event; dispatch should be involved in the selection of the channel. This is to avoid multiple events being switched to one channel by mistake.
    - 1.3.12(a.1) County-wide Communications
      - 1.3.12(a.1.1) Talk Group B1 CWCall
    - 1.3.12(a.2) County-wide TAC 1
      - 1.3.12(a.2.1) Talk Group B2 CWTac1
    - 1.3.12(a.3) County-wide TAC 2
      - 1.3.12(a.3.1) Talk Group B3 CWTac2
    - 1.3.12(a.4) County-wide TAC 3
      - 1.3.12(a.4.1) Talk Group B4 CWTac3
    - 1.3.12(a.5) County-wide TAC 4
      - 1.3.12(a.5.1) Talk Group B5 CWTac4
    - 1.3.12(a.6) County-wide TAC 5
      - 1.3.12(a.6.1) Talk Group B6 CWTac5
    - 1.3.12(a.7) County-wide TAC 6
      - 1.3.12(a.7.1) Talk Group B7 CWTac6
    - 1.3.12(a.8) County-wide TAC 7
      - 1.3.12(a.8.1) Talk Group B8 CWTac7

**SOG 301.2**

## 800 Mhz Radio System Administration &amp; General Radio Procedures

Effective Date: 10/06/2015

- 1.3.12(a.9) County-wide TAC 8
  - 1.3.12(a.9.1) Talk Group B9 CWTac8
- 1.3.12(a.10) County-wide Disaster/National Mutual Aid Allows contact with agencies that are outside the 800 Mhz. Radio system but who monitor the National Mutual Aid system.
  - 1.3.12(a.10.1) Talk Group B10 ICall
- 1.3.12(a.11) Disaster TAC1
  - 1.3.12(a.11.1) Talk Group B11 ITac1
- 1.3.12(a.12) Disaster TAC2
  - 1.3.12(a.12.1) Talk Group B12 ITac2
- 1.3.12(a.13) Disaster TAC3
  - 1.3.12(a.13.1) Talk Group B13 ITac3
- 1.3.12(a.14) Disaster TAC4
  - 1.3.12(a.14.1) Talk Group B14 ITac4
- 1.3.12(a.15) Weather Net
  - 1.3.12(a.15.1) Talk Group B15 WxNet
- 1.3.12(a.16) Dynamic Regrouping Channel
  - 1.3.12(a.16.1) Talk Group B16 Re-Grp
- 1.3.13 SPD Police Talk Groups
  - 1.3.13(a) Talk Group C1 SPDTk1
  - 1.3.13(b) Talk Group C2 SPDTk2
  - 1.3.13(c) Talk Group C3 SPDTk3
  - 1.3.13(d) Radio to Radio (Point to Point)
    - 1.3.13(d.1) Talk Group C13 SPDTA1
  - 1.3.13(e) Radio to Radio (Point to Point)
    - 1.3.13(e.1) Talk Group C14 SPDTA2
- 1.3.14 Greene County Sheriff's Department (CALEA 81.2.4(d)-5<sup>th</sup> Edition)
  - 1.3.14(a) Patrol 1 Talk Group C4 GCPat1
  - 1.3.14(b) Patrol 2 Talk Group C5 GCPat2
  - 1.3.14(c) County-wide Patrol Talk Group C6 GCWide
- 1.3.15 Springfield Fire Department (CALEA 81.2.4(d)-5<sup>th</sup> Edition)
  - 1.3.15(a) Talk Group C7 SFOps1

## **SOG 301.2**

### **800 Mhz Radio System Administration & General Radio Procedures**

Effective Date: 10/06/2015

- 1.3.15(b) Talk Group C8 SFOps2
- 1.3.15(c) Talk Group C9 SFOps3
- 1.3.15(d) Talk Group C10 SFOps4
- 1.3.16 Animal Control (CALEA 81.2.4(d)-5<sup>th</sup> Edition)
  - 1.3.16(a) Talk Group C15 ACMain
- 1.3.17 Springfield Emergency Channel
  - 1.3.17(a) Talk Group C16 SPEMER

## **2 RADIO DISCIPLINE (CALEA 81.2.4(a)-5<sup>th</sup> Edition)**

- 2.1 Voice Tone
  - 2.1.1 Normal (unexcited) tone, clear, and steady.
- 2.2 Courtesy
  - 2.2.1 Employees shall avoid the use of slang, discourteous or argumentative language over the radio.
  - 2.2.2 Personal names and unofficial code numbers shall not be used.
- 2.3 Brevity
  - 2.3.1 Transmissions are to be kept as brief and concise as possible;
  - 2.3.2 Only necessary police information shall be broadcast.
- 2.4 Attention to Radio
  - 2.4.1 Officers shall pay attention to radio traffic on their assigned talk group;
  - 2.4.2 Repetition of dispatched information should be avoided;
- 2.5 Unauthorized codes (Section 4, Radio Codes) shall not be used on the radio system.

## **3 RADIO PROCEDURES**

- 3.1 All radio communications will be conducted in accordance with Federal Communications Commission (FCC) regulations and requirements. All procedures set forth in this directive should be construed to comply with FCC regulations. Should this directive conflict with FCC regulations, those regulations will supersede this directive. (CALEA 81.2.4(a)-5<sup>th</sup> Edition)
- 3.2 Patrol and Traffic Units will advise Radio Dispatch prior to changing from one talk group to another. Switch positions A1 and A2 are designated for routine operations for Patrol and Traffic officers.
- 3.3 “Talk around” Talk Groups (SPDTA1 and SPDTA2) are not received nor “repeated” by the radio system.
  - 3.3.1 Use SPDTA1 Talk Group when radios cannot make contact with the system in order to establish contact with other units.

## **SOG 301.2**

### **800 Mhz Radio System Administration & General Radio Procedures**

Effective Date: 10/06/2015

- 3.3.2 Use SPDTA2 Talk Group primarily for academy or in-service training.
- 3.4 [REDACTED] TELCOM will monitor Springfield Common (A16 SPGFLD)
  - 3.4.1 Lengthy conversations with TELCOM should only be conducted on this talk group.
  - 3.4.2 Initiating a call to TELCOM should be done on this talk group. Example: "214 to TELCOM-North"
    - 3.4.2(a) TELCOM-North: TELCOM located at Police Headquarters;
    - 3.4.2(b) TELCOM-South: TELCOM located at South District Station.
- 3.5 The Persons and Property Sections radio base (A13 DETECT) may be contacted during regular hours to initiate contact with an investigator on a specific TAC group (which you choose and advise). The frequency will be monitored during regular working hours.
  - 3.5.1 Example: "112 to the Persons Section... Need 605 to contact me on SPTac3."
- 3.6 Inter-Agency Radio Communications (CALEA 81.2.4(d)-5<sup>th</sup> Edition)
  - 3.6.1 Not all talk groups are continually monitored. Officers may not receive a response on some talk groups when used.
    - 3.6.1(a) If you need to contact a unit from another agency, switch to B1 (County Wide Calling) and contact dispatch. Advise them whom you need to contact.
      - 3.6.1(a.1) Dispatch will locate the unit;
      - 3.6.1(a.2) Assign a talk group to both of you.
  - 3.6.2 During initial transmission on an interagency talk group or the mutual aid channel, the officer shall transmit agency designation, unit number, and the talk group in use:
    - 3.6.2(a) Example: "Springfield 211 to Greene County 500 on CWTac1 (or County-wide Tac 1)".
  - 3.6.3 When transmitting by radio with other agencies, officers shall use agency designation and unit number:
    - 3.6.3(a) Example: "Springfield 112 to Greene County 210"
    - 3.6.3(b) Example: "Springfield 314 to Springfield Fire Rescue 2"
  - 3.6.4 "C" talk groups (SPDTk1, SPDTk2, SPDTk3) may be used for informal conversation, but are still recorded communications.

**SOG 301.2**

## 800 Mhz Radio System Administration & General Radio Procedures

Effective Date: 10/06/2015

[illegible]

## **SOG 301.2**

### **800 Mhz Radio System Administration & General Radio Procedures**

Effective Date: 10/06/2015

#### **3.8 Routine Dispatching**

3.8.1 Routine dispatching of assignments will include the following elements:

3.8.1(a) Unit Assignments

3.8.1(b) Nature of Call (clear description- burglary, disturbance, etc.) and Time Call Received if extended queue delay.

3.8.1(c) Location- identify business by name, if appropriate

#### **3.8.2 Primary Officer**

3.8.2(a) Also reporting officer- normally the officer assigned to the beat where the call is located.

3.8.2(b) Responsible for the call and in charge.

3.8.2(c) First unit called will be the primary, unless the dispatcher is otherwise notified.

#### **3.8.3 Backup Officer**

3.8.3(a) Dispatch will assign backup units as soon as assistance is available. Single units assigned to calls requiring backup should use appropriate discretion in approaching the scene.

#### **3.9 Computer Assisted Dispatch System (CALEA 81.2.4(e)-5<sup>th</sup> Edition)**

3.9.1 The CAD system makes recommendations as to the number of officers to assign to a particular type of call and as to whether a supervisor should respond to the incident.

3.9.2 Dispatchers shall follow these recommendations.

3.9.3 Criteria for these recommendations is based upon the following elements:

3.9.3(a) Crimes in progress;

3.9.3(b) Life threatening situations;

3.9.3(c) Potential for violence;

3.9.3(d) More than two (2) officers at scene;

3.9.4 CAD also uses Automatic Vehicle Locator (AVL) capabilities to recommend the closest in-service unit(s) to a call. See SOG 301.3, Sec. 3.1.1



## **SOG 301.2**

### **800 Mhz Radio System Administration & General Radio Procedures**

Effective Date: 10/06/2015

3.9.5 Officers when called by the dispatcher shall respond by radio assignment number and location.

3.9.5(a) Example: "213, Kansas and Grand"

[REDACTED]

[REDACTED]

## **6 SUPERVISORS RESPONSIBLE FOR RADIO DISCIPLINE**

6.1 The responsibility of ensuring (and enforcing) proper radio procedures and discipline rests with the supervisors and commanding officers who shall continuously monitor and evaluate radio traffic.

## **SOG 301.2**

### **800 Mhz Radio System Administration & General Radio Procedures**

Effective Date: 10/06/2015

- 6.2 During periods of heavy calls for service or calls requiring numerous units to respond, supervisors shall coordinate response with the dispatchers.

## **7 RESPONSIBILITIES OF FIELD UNITS**

- 7.1 Code 3 Response- “Immediate response” or urgent “Priority 1” call is not to be construed to mean Code 3 response is necessary, although that may be the recommended response.
- 7.2 Patrol field officers have been provided with portable radios to keep them aware of radio communications, even though they may be out of service. (CALEA 81.2.4(a)-5<sup>th</sup> Edition)
  - 7.2.1 It is their responsibility to respond if they can be available for a high priority call for service and the situation in which they are involved no longer requires their presence.
- 7.3 Officers shall advise the dispatcher when they are out of service, e.g. arrival on call, traffic stop, check out a person, on break. Dispatcher shall make entry “out of service” in CAD system. (CALEA 81.2.4(a) and 81.2.4(b)-5<sup>th</sup> Edition)
- 7.4 Response by Other Units- It is the responsibility of traffic, detective and/or other units in the field that are in service to respond when a unit is needed for a high priority call . (CALEA 81.2.4(a)-5<sup>th</sup> Edition)
- 7.5 In the event that an officer cannot make contact with an interacting agency, the officer shall notify the dispatcher who will then relay information.
- 7.6 Springfield Police Department radio unit identification shall be in accordance with SOG 301.1, Radio Number Assignments.

## **8 RADIO SYSTEM ADMINISTRATION**

- 8.1 The Police Systems Coordinator is the designated liaison and SPD manager of 800 Mhz. Radio System issues.
- 8.2 Requests for changes to talk groups must be made in writing and approved by the affected Bureau Commander.
- 8.3 SPD command officers may not independently authorize changes to the radio talk group structure.
  - 8.3.1 Approval of the Police Systems Coordinator is required;
  - 8.3.2 Further review and approval may be required by the Trunked Radio System User Group and the Trunked Radio System Board.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>301.3</b>
<b>Accreditation Index:</b> 41.2.1, 81.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Communications	
<b>Chief of Police:</b>			

## Prioritization of Calls for Service

### I Policy

All requests for service that require a response from the police department shall be assigned a priority. Responses to requests for service shall be to the highest priority calls first.

### II Definitions

### III Procedure

- 1 ESTABLISHING PRIORITY - Priority of a call shall be established by using the following general guidelines: (CALEA 41.2.1 – 5<sup>th</sup> Edition)

- 1.1 Priority 1 - A life threatening situation or where serious injuries are believed to exist and immediate police response is necessary. (Police field supervisors will be notified of pending priority 1 calls for service.) [REDACTED]

[REDACTED] (CALEA 81.2.4(a) – 5<sup>th</sup> Edition)

- 1.1.1 Abductions (just occurred or life threatening)
    - 1.1.2 Assaults (life threatening)
    - 1.1.3 Domestic Disturbances (life threatening)
    - 1.1.4 Rapes (in progress)
    - 1.1.5 Robbery (life threatening)
    - 1.1.6 Subject Pursuit
    - 1.1.7 Tornado Warnings

## **SOG 301.3**

### **Prioritization of Calls for Service**

Effective Date: 10/06/2015

- 1.1.8 Roll Call
    - 1.1.9 As approved by the Shift Supervisor
    - 1.1.10 As approved by the Field Supervisor
  - 1.2 Priority 2 - A crime in-progress or having just occurred, where there is no known threat to life or serious injury. Requires immediate police response for apprehension of suspects or timely gathering of evidence. (Police field supervisors will be notified of pending priority 2 calls for service.) (CALEA 81.2.4(a) – 5<sup>th</sup> Edition)
  - 1.3 Priority 3 - A past criminal or non-criminal situation requiring citizen contact. Immediate police response is not required for apprehension of suspects or timely gathering of evidence.
  - 1.4 Priority 4 - A past criminal or non-criminal situation that may not require citizen contact. (i.e.: barking dogs, noise disturbances, past attempted burglaries, found property, follow up, etc.) Priority 4 calls may be held for the beat officer.
  - 1.5 Priority 5 - Deferred response. (i.e.: Traffic Services Officers, Signal Electrician)
  - 1.6 Priority 6 – Special Assignment.
  - 1.7 Priority 7 - Traffic Stops
  - 1.8 Priority 8 - Administrative (Meals, Breaks, Court, etc)
  - 1.9 Priority 9 - Traffic Enforcement
- 2 ASSIGNMENT OF PRIORITY
- 2.1 The police department shall assign a priority to each type of call identified by the police department and the communications department.
  - 2.2 The priority shall be attached to the call type through the Computer Aided Dispatch System causing the priority of a call to be automatically assigned to the call.
- 3 USE OF AUTOMATIC VEHICLE LOCATOR (AVL) CAPABILITIES
- 3.1 The AVL system is designed to recommend the closest in-service unit(s) to a call within an assigned zone.
    - 3.1.1 In all priority 1 calls for service, units shall be dispatched based upon the available unit that is closest to a call, regardless of beat or zone boundaries.
      - 3.1.1(a) Since AVL only recommends units assigned to the zone the call is located in, the dispatcher shall determine manually if there are any closer units in the adjoining zone. This may require the dispatcher to ask the other dispatchers if they have a unit close to the call.

## **SOG 301.3**

### **Prioritization of Calls for Service**

Effective Date: 10/06/2015

- 3.1.2 In all priority 2 calls for service, units shall be dispatched based upon the available unit that is closest to a call, regardless of beat boundaries, within a zone.
- 3.1.3 Calls for service of a priority 3, or below, shall be dispatched to the closest unit assigned to the beat in which the call for service is located, a relief driver or a K-9 Unit.

## **4 CHANGING DISPATCHING PROCEDURES**

- 4.1 A particular call for service may be upgraded or downgraded at any time due to circumstances that are revealed that may change the need for normal response to the type of call received. Upgrading or downgrading the priority for a call for service is at the option of Communications personnel, Tel-Com personnel and officers responding to the call.
- 4.2 A call type may have its priority changed at any time by direction of the Chief of Police.
- 4.3 Any changes to the CAD system which modifies logging of events, how they are dispatched, or what priority they receive shall be communicated in writing to the Research and Development Unit Supervisor by the initiating Bureau Commander. Examples include, but are not limited to:
  - 4.3.1 New prioritization of calls;
  - 4.3.2 New Event Types;
  - 4.3.3 New definitions to existing Event Types;
  - 4.3.4 Changes in the procedures for dispatching Events.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/31/2013	<b>Supersedes Policy Dated:</b> 11/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>301.5</b>
<b>Accreditation Index:</b> 41.2.4, 54.1.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Communications	
<b>Chief of Police:</b>			

## Notification Procedures

### I Policy

To establish procedures to notify the medical examiner, street/highway department personnel, public utilities, and news media.

### II Definitions

**ECD** - Emergency Communications Dispatch

### III Procedure

#### 1 MEDICAL EXAMINER

- 1.1 It will be the responsibility of the sergeant or their designee to notify the medical examiner, using the medical examiner's 24-hour answering service number of 417-885-7686.<sup>1</sup>
- 1.2 The medical examiner shall be notified when any person dies within the city limits under the following circumstances:
  - 1.2.1 Violence by homicide, suicide, or accident.
  - 1.2.2 Thermal, chemical, electrical, or radiation injury.
  - 1.2.3 Criminal abortions, including those self-induced.
  - 1.2.4 Disease thought to be of hazardous and contagious nature or which might constitute a threat to public health; or when any person dies:
    - 1.2.4(a) Suddenly when in apparent good health;

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<sup>1</sup> Section 1.1 revised per Policy Change Order 13-019, Effective Date 03/31/2013.

## **SOG 301.5**

### **Notification Procedures**

Effective Date: 03/31/2013

- 1.2.4(b) When unattended by a physician, Chiropractor, or an accredited Christian Science practitioner, during the period of thirty-six hours immediately preceding death;
    - 1.2.4(c) While in the custody of the law, or while an inmate in a public institution;
    - 1.2.4(d) In any unusual or suspicious manner.
  - 1.3 In cases where the medical examiner is on scene, they will make arrangements for the pickup and transport of the deceased.<sup>2</sup>
  - 1.4 If the medical examiner is not on scene, and is releasing the body, the sergeant on scene or their designee will tell the medical examiner which funeral home is being requested and the medical examiner will make that call. If no funeral home has been selected the medical examiner will make arrangements to have the body transported.<sup>3</sup>
- 2 **STREET/HIGHWAY DEPARTMENT PERSONNEL**
  - 2.1 Officers will advise ECD to notify the appropriate street/highway department personnel under the following conditions:
    - 2.1.1 Electrical signal malfunctions;
    - 2.1.2 Signs down;
    - 2.1.3 Placement of temporary traffic control devices;
    - 2.1.4 Removal of road hazards (debris in roadway);
    - 2.1.5 Specific locations where inclement weather creates hazardous road conditions;
    - 2.1.6 Dead animals in roadway.
  - 2.2 ECD will be responsible for notifying the appropriate street/highway department personnel after receiving notification from the officer.
- 3 **PUBLIC UTILITIES**
  - 3.1 Officers will advise ECD to notify the appropriate public utility when the following occurs:
    - 3.1.1 Gas leaks;
    - 3.1.2 Electrical power lines down;
    - 3.1.3 Electrical power outages;
    - 3.1.4 When conditions exist that utilities need to be disconnected.

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2 Section 1.3 added per Policy Change Order 13-019, Effective Date 03/31/2013.

3 Section 1.4 added per Policy Change Order 13-019, Effective Date 03/31/2013.

## **SOG 301.5**

### **Notification Procedures**

Effective Date: 03/31/2013

- 3.2 ECD will be responsible for notifying the proper public utilities after notification by officer.

## **4 NEWS MEDIA**

- 4.1 If media is present at the crime scene or incident that police are present, it shall be the responsibility of the supervisor at the scene to make contact with the media. (CALEA 54.1.3 – 5<sup>th</sup> Edition)
- 4.2 For information on news media relations, i.e. what can be released and what is not public information, refer to SOG 303.1, Public Information, and SOG 302.3, News Media Relations.

## **IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 07/01/2015	<b>Supersedes Policy Dated:</b> 5/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>301.6</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services	<b>Chapter Title:</b> Communications		
<b>Chief of Police:</b>			

## Telcom Call Handling Procedures

### I Policy

It is the policy of the Police Department to ensure that requests for service are handled in the most expedient manner possible. Some types of calls can be effectively handled via telephone, in person at Police Headquarters or the South District Station, or by mail. These calls will be handled by non-sworn personnel or by Police Officers assigned to Records.

### II Definitions

### III Procedure

- 1 Telcom calls are requests for service that do not require the presence of an officer at the scene. These are calls where the protection of life or property are not issues and they may be diverted to Telcom for processing. Criteria for Telcom calls:
  - 1.1 An offense if not in progress or just occurred.
    - 1.1.1 Exception: LWOP (gas drive-off – leaving without paying) reports are filled out and submitted later by the managers of the stores on report forms distributed to the victim stores.
    - 1.1.2 Exception: Auto Theft that just occurred. In order to expedite the process, information about a “just occurred” auto theft should first be relayed to dispatch so officers can be notified. The report should then be taken over the phone and a task sent to the MULES desk for entry into the system.<sup>1</sup>

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<sup>1</sup> Section 1.1.2 revised, call code terminology change, per Policy Change Order 15-017.

## **SOG 301.6**

### **Telcom Call Handling Procedures**

Effective Date: 07/01/2015

- 1.2 No offender is at the scene who presents either a continued threat to persons or property or the opportunity for an apprehension if a field unit was dispatched.
  - 1.3 The incident is not a type of offense or in combination with other offenses for which department policy specifies on-the-scene investigation.
  - 1.4 There is no physical evidence to be collected nor witnesses to be interviewed at the crime scene.
  - 1.5 There are no other circumstances present (e.g., injuries) that would lead the call taker to believe it would be appropriate for an officer to respond to the scene.
- 2 The following call types will normally meet the criteria for a Telcom or internet report. These reports will be taken by Telcom personnel via phone, internet or in person.<sup>2</sup>
- 2.1 ABVEH – Abandoned Vehicle
  - 2.2 AUTO/AUTOP – Auto Theft
  - 2.3 BURCP/BURRP – Burglary Commercial / Residential – past only when citizen does not want officer response.
  - 2.4 FORGA/FORGP – Forgery, Fraudulent Use of Credit Device, Counterfeit Currency – (Past)
  - 2.5 FPROP – Found Property – (In person)
  - 2.6 FTRV – Fail to Return Vehicle
  - 2.7 FTRLP – Fail to Return Leased Property
  - 2.8 GRAFIT – Graffiti – (Past)
  - 2.9 HARAS/HARASP – Harassment – (Past)
  - 2.10 IDENT – Identity Theft
  - 2.11 INEXP/INEXPP – Indecent Exposure – (Past)
  - 2.12 JUV/JUVP – Juvenile Situation – (Non-criminal)
  - 2.13 LPROP - Lost property
  - 2.14 LWOP – Left Without Paying
  - 2.15 MISC – Miscellaneous/All other
  - 2.16 MPADLT – Missing Person, Adult – (In person)
  - 2.17 MPJUV – Missing Person, Juvenile – (In person)
  - 2.18 MVAP – Mtr Veh Accident – (Past)
  - 2.19 REPO – Vehicle Repossession
  - 2.20 STLG/STLP – Stealing – (Past)
  - 2.21 STLDEC – Stealing by Deceit
  - 2.22 STLGV/STLGVP – Stealing from a Vehicle – (Past)
  - 2.23 VAND/VANDP – Vand/Prop Damage – (Past)

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2 Section 2 revised, Telcom/internet report list updated, per Policy Change Order 15-017.

## **SOG 301.6**

### **Telcom Call Handling Procedures**

Effective Date: 07/01/2015

#### **3 EXTENUATING CIRCUMSTANCES**

- 3.1 If the caller insists on a report being made even though the report may not meet the criteria set out above, a report can be written at the supervisor's discretion.
- 3.2 If the caller is outside our jurisdiction and unable to respond, a report can be taken over the phone for report types not typically taken by Records (i.e. rape, child abuse, etc.) with a supervisor's approval.

#### **4 CALLER INSISTS ON RESPONSE**

- 4.1 If the caller insists on a police officer being dispatched, Telcom personnel will explain this call type is normally handled over the phone.
- 4.2 If the caller still insists on an officer being dispatched, but no exigent circumstances exist that would require an officer's presence, Telcom personnel will notify their supervisor who will call the on-duty Watch Commander and explain the situation. This will include those circumstances in which a caller demands that an officer respond to dust for latent fingerprints.
- 4.3 The Watch Commander will approve or deny the request to send an officer to take a report.
- 4.4 If approval to send an officer is granted, the caller will be contacted and transferred to dispatch. If denied, a report will be taken over the phone.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 03/29/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>302.2</b>
<b>Accreditation Index:</b> 16.4.2, 26.1.1 <sup>1</sup>			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Community Relations	
<b>Chief of Police:</b>			

## Auxiliary Employees

### I Policy

It is the policy of the Springfield Police Department to actively utilize the special skills and general desire to contribute to the community that may be found in civilian volunteers. The primary function of volunteers is to contribute to the overall mission of the Department, by augmenting the existing personnel resources. Volunteers, in any capacity, are not sworn officers and have no arrest powers or legal authority.

### II Definitions

**Auxiliaries** – A non-sworn, unarmed, uniformed or non-uniformed affiliate whose duties contribute to the mission of the Springfield Police Department in a support capacity.

**Cadet** – Part-time, non-sworn youths between the ages of 16 and 21 years of age, serving without compensation for the purpose of supplementing the resources of the Police Department while, at the same time, preparing for a career in law enforcement.

**Chaplain** – Members of the clergy within the community who volunteer their time to assist in serving the community and Police Department personnel in matters that require spiritual support.

**Intern** – Part-time, non-sworn student employees serving without compensation to provide support to the Police Department while gaining job experience.

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<sup>1</sup> 5<sup>th</sup> Edition reference removed from Accreditation Index, per Policy Change Order 18-008.

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

## **III Procedure**

### **1 AUXILIARIES**

- 1.1 Police auxiliaries are community volunteers who perform a wide variety of support-related functions within the Police Department.
- 1.2 Auxiliary programs will be coordinated and managed by the Volunteer Coordinator, unless otherwise specified in policy.
- 1.3 Functions performed by auxiliaries include: <sup>2</sup>
  - 1.3.1 Specific clerical functions throughout the Department;
  - 1.3.2 Other duties that can be performed by volunteers to the benefit of the Department.
- 1.4 New functions for auxiliaries will be sought by department personnel to expand the volunteer services program and more effectively utilize our paid employees. <sup>3</sup>
  - 1.4.1 Each department function identified as a function that can be performed by auxiliaries shall be evaluated by the appropriate supervisor or commander for that function, in conjunction with the Training Section Commander.
    - 1.4.1(a) The evaluation will include defining the following factors for the position:
      - 1.4.1(a.1) Basic job description;
      - 1.4.1(a.2) Training requirements;
      - 1.4.1(a.3) Selection criteria and process;
      - 1.4.1(a.4) Recruiting methods;
      - 1.4.1(a.5) Uniform or dress code requirements;
      - 1.4.1(a.6) Supervision authority;
      - 1.4.1(a.7) Any other factors pertinent to that particular job function;
      - 1.4.1(a.8) Background investigation requirements.
- 1.5 The Volunteer Coordinator, unless otherwise specified within policy, will be responsible for recruiting, selecting, and training qualified auxiliaries for each position. The selection of auxiliaries shall be subject to the approval of the Training Section Commander. (CALEA 16.4.2)
  - 1.5.1 Once the training is completed, the auxiliary will be assigned to the appropriate Department supervisor.
    - 1.5.1(a) This supervisor will be responsible for orienting the auxiliary to the assignment, scheduling the auxiliary, providing additional on-the-job training, proper supervision and performance evaluations.
  - 1.5.2 If additional auxiliaries are required for any job assignment, it will be the responsibility of the appropriate Division Commander to contact the Training

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<sup>2</sup> Section 1.3 revised, unnecessary wording removed, per Policy Change Order 18-008.

<sup>3</sup> Section 1.4 revised, unnecessary wording removed, per Policy Change Order 18-008.

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

Section Commander, who shall then notify the Volunteer Coordinator to begin the recruitment, selection, and training process.

- 1.5.3 The Volunteer Coordinator, unless otherwise specified within policy, will be responsible for maintaining employment records for each auxiliary.
- 1.5.4 Any auxiliary that wears a uniform, identifying them as a Police Volunteer, shall be readily distinguishable from a sworn officer. The uniform shall in no way be designed so as to be confused with that of a sworn officer.
- 1.5.5 Auxiliaries shall comply with the same Standard Operating Guidelines as other members of the Department.
- 1.5.6 Auxiliaries may not appeal a disciplinary decision made by the Chief of Police.

## **2 AUXILIARY POSITIONS**

### **2.1 Cadets**

- 2.1.1 The Springfield Police Cadets (SPC) are supplemental resources to be utilized by the Department for activities that do not require a sworn officer. Cadets have no police authority or arrest powers. With the understanding that police work is inherently dangerous, police employees shall not knowingly expose cadets to high risk or dangerous situations.

- 2.1.1(a) Duties of a Cadet may include:

- 2.1.1(a.1) Volunteer work to assist anyone in any division of the department with their duties, with prior approval from the cadet advisor.
  - 2.1.1(a.2) Conducting tours of police facilities, taking department-owned vehicles to the car wash, assisting Crime Prevention with McGruff appearances, Transportation Security Administration (TSA) training scenarios, Underage Alcohol Compliance Checks, and Aluminum Recycling collection for the department.<sup>4</sup>

- 2.1.2 The Springfield Police Cadet Unit is assigned to the Training Section.

- 2.1.2(a) The Volunteer Coordinator shall be assigned as the Cadet Advisor.

- 2.1.2(b) The advisor shall be responsible for direction, coordination, control, and overall management of the unit.

- 2.1.3 Selection criteria and qualifications

- 2.1.3(a) An applicant shall be automatically disqualified and ineligible if they have pled guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any felony or serious misdemeanor charge.
  - 2.1.3(b) Cadets may remain in the organization until the end of the calendar year in which they turn 21.
  - 2.1.3(c) Applicants shall possess a high school diploma or a G.E.D., or be enrolled in high school or attending G.E.D. classes.

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<sup>4</sup> Section 2.1.1(a.2) revised, punctuation correction, per Policy Change Order 18-008.

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

- 2.1.3(d) Applicants must possess, or obtain prior to appointment, a valid Missouri Driver's License.
  - 2.1.3(d.1) Unless an exemption is made by the Cadet Advisor.
- 2.1.3(e) Applicants shall pass a testing process as outlined in the Cadet Procedural Manual.
- 2.1.4 Training - Cadets shall, prior to appointment, complete all phases of the Cadet Training Academy, as outlined in the Cadet Procedures Manual. (CALEA 16.4.2)
- 2.1.5 The Cadet Unit shall be organized in a structure consistent with the Police Department organization.
- 2.1.6 Cadet Uniform (CALEA 26.1.1)
  - 2.1.6(a) Cadets shall maintain a uniform in accordance with styles and standards set by the Chief of Police.
  - 2.1.6(b) Cadets shall wear their uniforms only at department-sanctioned events and in travel to and from those events.<sup>5</sup>
  - 2.1.6(c) Cadets shall maintain the appearance of their uniforms to the same degree of accountability as sworn uniformed officers.
  - 2.1.6(d) The Cadet uniform shall be purchased from an approved uniform supplier.
  - 2.1.6(e) Cadets shall stand to a uniform inspection at the first meeting of the month.
  - 2.1.6(f) Regular Duty Uniform will consist of the following articles:
    - 2.1.6(f.1) Shirt - Slate blue, 100% polyester long or short-sleeve shirt, with the following features:
      - 2.1.6(f.1.1) The uniform shirt shall be worn with a navy blue crew neck T-shirt showing behind the open collar. The T-shirt shall not be visible below the sleeves of the uniform shirt.
      - 2.1.6(f.1.2) A navy blue mock turtleneck shirt may be worn beneath the long sleeve shirt in lieu of the T-shirt.
      - 2.1.6(f.1.3) Cadet badge centered above left breast pocket.
      - 2.1.6(f.1.4) Silver Name Tag - Worn with the top edge even with the top edge of the right breast pocket.
      - 2.1.6(f.1.5) Cadet Unit Shoulder Patches shall be worn on both sleeves sewn on 1/2" below the shoulder seam.
      - 2.1.6(f.1.6) Silver rank insignia shall be worn on the top of the shoulder.
      - 2.1.6(f.1.7) Silver "CADET" pins 1/4" from the point of the collar with the bottom edge of the pin aligned with the

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<sup>5</sup> Section 2.1.6(b) revised, punctuation correction, per Policy Change Order 18-008.

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

horizontal stitching of the collar.

- 2.1.6(f.1.8) A navy blue clip-on tie shall be worn with the long-sleeve shirt. The tie shall be worn tucked between the second and third buttons of the uniform shirt.

#### **2.1.6(f.2) Trousers - Navy blue, 100% polyester.**

- 2.1.6(f.2.1) Length shall allow the front of the trouser to touch the top front of the shoe and allow a slight break in the front crease.

#### **2.1.6(f.3) Footwear <sup>6</sup>**

- 2.1.6(f.3.1) All leather, lace-up, black shoe with a rounded plain toe.
- 2.1.6(f.3.2) Wellington-type boot with a maximum upper height of 12".
- 2.1.6(f.3.3) Lace-up, black boot. Nylon "uppers" are acceptable with this type of boot.
- 2.1.6(f.3.4) Socks shall be worn; the visible portion of the sock will be solid black. The length shall ensure that the cadet's bare legs are concealed.

#### **2.1.6(f.4) Belt – Black Clarino with the following accessories authorized:**

- 2.1.6(f.4.1) Silver flashlight ring with flashlight.
- 2.1.6(f.4.2) Rubber glove pouch

#### **2.1.6(f.5) Optional Accessories <sup>7</sup>**

- 2.1.6(f.5.2) Silver whistle chain.

#### **2.1.6(g) BDU Utility Uniform - The BDU utility uniform may only be worn while attending the Cadet academy or at the direction or approval of the Cadet advisor and will consist of the following articles:**

- 2.1.6(g.1) Headgear - Dark blue baseball cap with "SPD Cadet" sewn on the front of the cap with silver thread. Use of the hat is mandatory.
- 2.1.6(g.2) Shirt – Navy blue, cotton/polyester blend (similar to Brigade Quartermaster style 7828 long or short-sleeved shirt) tucked into the trousers with the following features:
  - 2.1.6(g.2.1) Silver "CADET" pins 1/4" from the point of the collar with the bottom edge of the pin aligned with the horizontal stitching of the collar.
  - 2.1.6(g.2.2) The navy blue "Back The Blue" or navy blue Cadet

<sup>6</sup> Section 2.1.6(f.3) revised, punctuation corrections and minor rewording, per Policy Change Order 18-008.

<sup>7</sup> Section 2.1.6(f.5) revised, aiguillette and white gloves removed from optional accessories, per PCO 18-008.



## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

polo shirt may be worn in lieu of the BDU uniform shirt.

2.1.6(g.3) Trousers – Blue, cotton/polyester blend with 6 pockets, button fly and drawstring cuffs or Black cotton/polyester blend “Propper” model # F522082001 trouser.

2.1.6(g.3.1) The 6-pocket, button-fly trouser may be worn tucked into boots, bloused, or

2.1.6(g.3.2) Either trouser may be worn over the boot with the drawstring removed, the length shall allow the front of the trousers to touch the top front of the shoe and allow a slight break in the front crease.

2.1.6(g.4) Footwear – Lace-up, black boot having a plain round toe and leather lower portion.

2.1.6(g.5) Belt - Navy blue web belt.

#### **2.1.6(h) Uniform Accessories**

2.1.6(h.1) Coat - Navy blue, nylon, similar to Sentinel model 7230.

2.1.6(h.1.1) Cadet Unit patches on both shoulders

2.1.6(h.1.2) Cadet badge or cloth cadet badge centered over the left breast pocket.

2.1.6(h.2) Raingear – Inclement weather clothing

2.1.6(h.2.1) Long or Short Raincoats in black or fluorescent yellow. (Reversible raincoat is optional), the fluorescent yellow raincoat shall display “Traffic” in large black letter.

2.1.6(h.2.2) Solid black overshoes or rubber boots

2.1.6(h.3) Traffic Vest – An ANSI Class II 207-2006 compliant reflective vest shall be issued to all cadets. Cadets are strongly encouraged to wear the vest in any traffic-related situation.

2.1.6(h.3.1) The vest shall be worn at all times during the hours of darkness when the officer is working in and around traffic.

2.1.6(h.3.2) The cadet shall wear, day or night, their ANSI Class II 207 compliant traffic vest when working on or near the right-of-way of a Federal Aid Highway, per Federal Law 23CFR634, Worker Visibility. For a list of Federal Aid Highways in our jurisdiction refer to SOG 304.6 – Police Uniforms and Appearance Regulations.

## **2.2 Chaplains**

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

- 2.2.1 The Police Chaplains Unit is a unit of the Springfield Police Department involving local, volunteer clergy in service to the community and local police agencies. The Police Chaplains Unit will be coordinated and supervised by the Volunteer Coordinator. Police Chaplains have no police authority or arrest powers.
  - 2.2.1(a) Duties of a Police Chaplain may include:
    - 2.2.1(a.1) Spiritual support of citizens involved in or impacted by violent crime and/or serious accidents or incidents involving the police;
    - 2.2.1(a.2) Assisting the police in death notifications;
    - 2.2.1(a.3) Assisting the community in severe disturbances or disasters;
    - 2.2.1(a.4) Spiritually supporting employees involved in or impacted by violent incidents or accidents;
    - 2.2.1(a.5) Supporting employees with ongoing spiritual guidance, personal consultations, and/or crisis counseling.
  - 2.2.1(b) As per Missouri Revised Statute 491.060, a chaplain is deemed incompetent to testify in court, to any information obtained in the course of his/her professional capacity. All such communication is confidential and privileged. When guidance is necessary, Police Chaplains function under the authority of police personnel.
- 2.2.2 The following criteria must be met for persons to be accepted into the Police Chaplains Unit.
  - 2.2.2(a) Must be a fully-ordained or licensed minister of a recognized church or denomination in the Springfield area.
  - 2.2.2(b) Must participate in in-service training for authorized and assigned duties. (CALEA 16.4.2)
  - 2.2.2(c) Service as a Police Chaplain is at the discretion of the Chief of Police.
- 2.2.3 Chaplain Uniform (CALEA 26.1.1)
  - 2.2.3(a) Headgear
    - 2.2.3(a.1) Solid cloth, black baseball-style cap with "Police Chaplain" in white thread embroidered on the front or Chaplains badge embroidered on front. Use is optional except when ordered by a supervisor.
    - 2.2.3(a.2) Black pile cap with pull-down flap is optional during periods of cold weather.
    - 2.2.3(a.3) Black watch cap composed of wool or natural or synthetic fleece is optional during periods of cold weather.
  - 2.2.3(b) Shirt – Open-collared short or long-sleeve light grey (similar to Redkap SP 46LA; Force #253 GY; or 511 Tactical Light Grey).
    - 2.2.3(b.1) The uniform shirt shall be worn with a black, crew neck T-shirt or mock turtle neck.

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

- 2.2.3(b.2) Embroidered Police Chaplain breast badge centered over left pocket.
- 2.2.3(b.3) Brass Name Tag - Worn with the bottom edge even with the top edge of the right breast pocket and centered.
- 2.2.3(b.4) Shoulder Insignias - A Chaplain shoulder insignia shall be worn on both sleeves. Each insignia shall be embroidered on 3-1/2" below the shoulder seam. If a shoulder patch is used, it shall be sewn on 1/2" below the shoulder seam.
- 2.2.3(b.5) A Mourning Band may be worn on the upper left arm, midway between shoulder and elbow on the date of September 11<sup>th</sup> or when Police personnel have died in the line of duty.
- 2.2.3(b.6) SPD collar brass pins shall be worn 1/4" from the point of the collar with the bottom edge of the brass aligned with the horizontal stitching of the collar. If a black tie is worn, the leading edge of the pin will start 1/4" from the tip of the collar with the bottom of the pin even with the vertical stitching of the collar.
- 2.2.3(b.7) Service Stars - (Optional) Worn on the lower left sleeve with one gold thread star for each five years of service.
- 2.2.3(b.8) Department award badges and medals or pins may be worn centered on the right breast pocket flap as per SOG 103.6 – Department Awards Program.
- 2.2.3(c) Trousers - Black slacks or black Dockers-style trousers.
  - 2.2.3(c.1) Length shall allow the front of the trousers to touch the top front of the shoe and allow a slight break in the front crease.
- 2.2.3(d) Footwear
  - 2.2.3(d.1) All leather, lace-up, black shoe with a rounded plain toe (similar to the Rocky, Model #2025).
    - 2.2.3(d.1.1) Plain black socks shall be worn.
  - 2.2.3(d.2) Lace-up, black boot having a plain round toe and leather lower portion (similar to Rocky model #2049 or 5.11 model #12004).
    - 2.2.3(d.2.1) Socks will be solid black, and such that any white areas, as well as the Chaplain's bare leg, are concealed.
- 2.2.3(e) Coat – All coats, jackets and windbreakers will be black and readily identifiable as part of the Chaplain uniform.
  - 2.2.3(e.1) Chaplain Badge – An embroidered breast badge will be centered over the left pocket.
  - 2.2.3(e.2) Shoulder Patches – A Chaplain Shoulder Insignia shall be worn on both sleeves. Each insignia shall be embroidered on 3-1/2"

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

below the shoulder seam. If a shoulder patch is used, it shall be sewn on 1/2" below the shoulder seam.

- 2.2.3(e.3) Embroidered Name – (Optional) Chaplain's name may be embroidered on the right front of the uniform coat or jacket. It shall be embroidered in thread (same gold as used in the shoulder patch) approximately 3/4" tall. The name shall be centered on the right breast, at the same level as the badge and placed just above the pocket flap, if present.

- 2.2.3(e.3.1) On the coat with pull down reflective stripes, the name should be placed just above the seam of the lower edge of the flap, and centered to be compatible with the position of the badge.

- 2.2.3(e.4) "POLICE CHAPLAIN" will be silk screened on back of the coat or jacket between shoulder blades in three and one half inch letters. Jackets with pull down flaps that say "POLICE CHAPLAIN" with the same size lettering are permitted.

#### **2.2.3(f) Utility Belt - (Optional)**

- 2.2.3(f.1) Finish shall be plain, black leather with Velcro closures or hidden snaps and with no visible buckle or brass showing. All optional leather equipment shall match the leather belt style used by the Chaplain.

- 2.2.3(f.2) Belt system shall consist of under belt, top belt (with four rows of stitching), and at least one keeper holding the exposed end of the top belt in place. All accessories must match the belt worn. Chaplains may wear the duty belt with the trouser snap loops in lieu of an under belt.

- 2.2.3(f.3) The following optional accessories may be worn:

- 2.2.3(f.3.1) Portable radio holder;
  - 2.2.3(f.3.2) Flashlight and holder;
  - 2.2.3(f.3.3) Rubber glove pouch;
  - 2.2.3(f.3.4) Key ring (Silent);
  - 2.2.3(f.3.5) Cell Phone – attached directly to the belt (not to an accessory.);
  - 2.2.3(f.3.6) Bible holster (Optional)

- 2.2.4 Scheduling shall be done by the Police Chaplains Unit to ensure that at least one member is always on duty.

- 2.2.5 An on-duty Watch Commander shall be notified if another jurisdiction requests assistance from the Police Chaplains Unit.

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

- 2.2.6 Members of the Police Chaplains Unit shall obtain authorization from an on-duty Watch Commander, or their designee, before using any department-owned equipment, vehicles, etc.
- 2.2.7 Further guidelines for the day-to-day operation of the Police Chaplains Unit may be found in the Police Chaplains Unit Articles of Constitution, subject to approval by the Chief of Police.
- 2.3 Handicapped Enforcement Action Team (HEAT)
  - 2.3.1 The Handicapped Enforcement Action Team (HEAT) will be coordinated by the Volunteer Coordinator.
    - 2.3.1(a) The Volunteer Coordinator will be responsible for the recruitment, selection, training, and supervision of HEAT volunteers. (CALEA 16.4.2)
    - 2.3.1(b) The Volunteer Coordinator will maintain the HEAT vehicle schedule.
  - 2.3.2 Role
    - 2.3.2(a) Provide supplemental enforcement of handicap parking violations citywide.
  - 2.3.3 HEAT Uniforms will consist of the following articles: (CALEA 26.1.1)
    - 2.3.3(a) Navy blue polo-style shirt with the HEAT insignia embroidered on the left breast. All lettering and embroidery will be done in yellow/gold.
    - 2.3.3(b) Optional navy blue baseball-style cap with the HEAT insignia in yellow/gold thread on the front.
    - 2.3.3(c) Identification card will be displayed at all times.
- 2.4 Historian – Calaboose Police Museum
  - 2.4.1 Role
    - 2.4.1(a) The Historian Volunteer position aids the Springfield Police Department in the preservation of the department’s historical record through photographs, displays, equipment and the Calaboose Museum.
    - 2.4.1(b) This position has no arrest powers or police authority and cannot provide information, recommendation, or advice to citizens relating to Department procedure or practice outside the scope of the Museum.
  - 2.4.2 Duties
    - 2.4.2(a) Restoration and conservation of photographs, documents and equipment related to SPD history.
    - 2.4.2(b) Identification of individuals and locations depicted in photographs.
    - 2.4.2(c) Conduct research on SPD history.
    - 2.4.2(d) Assist with other functions related to preservation and display of historical items belonging to the SPD.
  - 2.4.3 The selection process consists of an individual stating an interest in working with historical articles as well as having prior knowledge in preservation.
    - 2.4.3(a) Background checks are conducted with final approval by the Chief of

## **SOG 302.2**

### **Auxiliary Employees**

Effective Date: 04/20/2018

#### **Police.**

- 2.4.4 No Department training is provided to this position as the volunteer is selected based upon their knowledge base, skills, and abilities unique to this position. (CALEA 16.4.2)

#### **2.5 Interns <sup>8</sup>**

- 2.5.1 Police interns are non-paid students who perform a wide variety of support-related functions within the Police Department.
- 2.5.2 Police interns will not wear a uniform and have no police authority.
- 2.5.3 The Resource Manager will be responsible for the recruitment, selection, coordination, and employment record maintenance of all interns. Intern selections shall be subject to the approval of the Training Section Commander.
  - 2.5.3(a) As provided for in the MOU between Missouri State University and the Springfield Police Department a candidate list of cybercrime interns will be reviewed and approved by the ISSB Commander.
- 2.5.4 Selection criteria and qualifications.
  - 2.5.4(a) Must be a U.S. Citizen.
  - 2.5.4(b) Have 60 semester hours from an accredited college or university OR 30 semester hours from an accredited college or university plus three years of experience as a Springfield Police Cadet.
  - 2.5.4(c) Must commit to providing at least 150 working hours to the Police Department throughout the duration of their internship.
  - 2.5.4(d) An applicant shall be automatically disqualified and ineligible for the position of Intern if they:
    - 2.5.4(d.1) Have been found guilty of, pled guilty or nolo contendere to, any felony, serious misdemeanor, or driving while intoxicated within the last three years;
    - 2.5.4(d.2) Have a pending indictment of any felony, serious misdemeanor, or driving while intoxicated within the last three years;
    - 2.5.4(d.3) Have used any type of controlled substance illegally within the last three years.
- 2.5.5 Intern applicants must complete the City of Springfield application and the Springfield Police Department Non-Sworn Background Investigation Questionnaire (SPD Form # 08-SP-0576) with applicable supporting documentation.
  - 2.5.5(a) All application materials shall be submitted directly to the Resource Manager.
  - 2.5.5(b) The Resource Manager will be responsible for scheduling the selection process and coordinating completion of the applicant background

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<sup>8</sup> Section 2.5 revised; capitalization corrections, terminology updates, and minor reorganization; per PCO 18-008.

**SOG 302.2**

Auxiliary Employees

Effective Date: 04/20/2018

investigation.

2.5.6 Once the applicant is approved, the intern will be assigned to an appropriate department supervisor.

2.5.6(a) The assigned supervisor will be responsible for the following:

2.5.6(a.1) Orientation related to the assignment;

2.5.6(a.2) Any job-specific training;

2.5.6(a.3) Scheduling;

2.5.6(a.4) Any required evaluation from the intern's college or university.  
(CALEA 16.4.2)

2.5.7 Interns shall comply with all Standard Operating Guidelines, Special Orders, and Directives.

2.5.7(a) Interns may not appeal a disciplinary decision made by the Chief of Police.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>302.3</b>
<b>Accreditation Index:</b> 41.2.4, 54.1.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Community Relations	
<b>Chief of Police:</b>			

## News Media Relations

### I Policy

It is the desire of the Springfield Police Department to answer questions about activities concerning the Department and to constantly strive for an atmosphere of cooperation with the news media. A citizen's right to know and understand circumstances surrounding current events in the community is recognized by this Department. Furthermore, the Department recognizes the responsible role of the news media in educating and informing the citizens of the community. However, in order to protect the rights of an accused person, victim or witness, or because the information is legally privileged, the release of information must conform to standards established in this Standard Operating Guideline.

### II Definitions

**News Media** – Properly identified representatives who are directly employed by local, national and international news organizations. The Springfield Police Department does not issue press credentials.

**News Incidents** – Activities and events deemed newsworthy by the public or by news media representatives.

**Public Affairs Office** – The primary duties of the Public Affairs Office consist of assisting members of the news media in gathering information about incidents investigated by the department and directing the agency's community relations programs.

**Public Affairs Officer (PAO)** – When used in this guideline, the title of Public Affairs Officer shall apply to members of the Police Department's Public Affairs Office. The PAO shall be specifically directed or authorized to distribute information to the news media



## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

concerning specific events or other Departmental operations.<sup>1</sup>

**PAO Designee** – When used in this guideline, the title "PAO designee" shall apply to the employee(s) authorized by a commander to temporarily act as the PAO. Whenever possible, and as soon as it is practical, the PAO Designee shall be relieved by a member of the Police Public Affairs Office.

**Crime Scene or Incident Scene** – For the purposes of this guideline, "crime scene" or "incident scene" shall refer to any area inside of barriers marked with standard yellow "police line" tape or ropes, orange traffic pylons or barricades, or otherwise denoted by a police officer as a crime scene, incident scene or hazardous area.

## **III Procedure**

### **1 GENERAL**

#### **1.1 Who may release information:**

1.1.1 As a general rule, public information may be released by the Chief of Police, commanders, supervisors and the PAO, in accordance with this guideline and SOG 303.1, Public Information.

1.1.1(a) Central Records personnel may release routine written reports as allowed by SOG 303.1, Public Information.

1.1.1(b) Other employees may release certain information in accordance with this Standard Operating Guideline.

#### **1.2 Release of policy and personnel information:**

1.2.1 Issues involving Springfield Police Department policy and personnel issues shall be released only by the Chief of Police or their designee, and then only in accordance with applicable laws and merit rules.

#### **1.3 Employee responsibilities to notify the PAO:**

1.3.1 It is the responsibility of all employees to keep the PAO regularly advised of new programs, outstanding achievements, current events and investigative developments, or any other situation of newsworthy information that will assist the PAO in maintaining an informed, aggressive and factual media relations program.

1.3.2 All employees should cooperate fully with the PAO in providing the information requested in a clear and timely manner.

#### **1.4 Requests for media interviews:**

1.4.1 In the interest of accuracy and continuity, any request for a news interview (or oral releases of information) made to any member of this

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<sup>1</sup> Public Affairs Officer (PAO) Definition revised, changed the reference of officer to PAO, per Policy Change Order 14-061, Effective Date 10/15/2014.

## **SOG 302.3**

### News Media Relations

Effective Date: 10/15/2014

Department below the rank of supervisor shall be directed to that employee's immediate supervisor or the PAO.

- 1.4.2 The supervisor or PAO should routinely handle most requests for interviews regarding significant news events. However, the supervisor may allow the employee conducting the investigation or handling the event to make a statement to the press in certain circumstances.

1.4.2(a) Exceptions:

1.4.2(a.1) On breaking news stories, the employee at the scene may release immediate information *pertaining to public safety* until relieved by a supervisor or a PAO

1.4.2(a.2) An employee may routinely release information (in accordance with SOG 303.1, Public Information) regarding crashes not involving a death or likelihood of death, or a city employee operating a city vehicle.

- 1.4.3 When conducting an interview with the news media, employees shall maintain a professional attitude and appearance.

1.4.3(a) All employees should refrain from eating, drinking, chewing gum or using tobacco products during interviews.

- 1.4.4 When an interview pertaining to a major news event is given by an officer in the field, the PAO should be notified by that officer that such an interview has taken place.

1.4.4(a) Placing such information on the Daily Summary may serve as notification to the PAO

## **1.5 Releases of Information:**

- 1.5.1 Information should be released to the news media in a timely manner, keeping in mind the rights of privacy, safety of a defendant, victim or witness, legal limitations, or other legitimate factors (see SOG 303.1, Public Information).

- 1.5.2 If the requested information cannot be released, the reason for denial shall be explained.

## **1.6 Specific inquiries from a media representative ("exclusives"):**

- 1.6.1 Under no circumstances shall information be withheld, delayed or selectively released to favor any particular news agency or media representative.

- 1.6.2 Specific inquiries ("exclusives") made independently by media representatives may, however, be honored at the time of inquiry.

## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

- 1.6.2(a) Should this information be related to a forthcoming news release intended for all news media agencies, it is incumbent on the Springfield Police Department to so inform the reporter making the inquiry.

#### **1.7 Requests for police reports:**

- 1.7.1 The Central Records Unit will be responsible for maintaining the "media basket", refer to SOG 303.1, Public Information, and for honoring lawful requests from the news media for copies of written reports.

## **2 THE DEPARTMENT**

### **2.1 Information release procedures:**

- 2.1.1 The Police Department shall actively seek to maintain a procedure where the news media may obtain information on matters of public interest in a manner that does not hamper office operations and is within legal guidelines.

### **2.2 Restrictions on the release of information:**

- 2.2.1 The decision to release information or to grant interviews will be made according to the facts of each incident.
- 2.2.2 Certain information may be withheld from the media in order to protect the constitutional rights of an accused individual, to avoid interfering with a departmental investigation, because it is legally privileged, or it has not been verified as accurate and factual.
- 2.2.3 For additional guidelines concerning the release of information, refer to SOG 303.1, Public Information.

### **2.3 Department courtesy:**

- 2.3.1 Department employees shall act in an amicable manner when dealing with representatives of the news media.

### **2.4 Media Access: (CALEA 54.1.3 – 5<sup>th</sup> Edition)**

- 2.4.1 News media representatives shall have reasonable access to all employees of the Police Department, provided that reporting activities does not interfere with the official purpose and mission of the department.
- 2.4.2 Department commanders shall be responsible for establishing guidelines pertaining to the physical access of media representatives to the sections and units under each respective commander's control.
- 2.4.3 Problems that arise between news media representatives and employees of the Police Department shall be referred to the PAO or their designee.

### **2.5 Investigations involving other agencies:**

## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

2.5.1 When the Springfield Police Department is involved in joint activities with other agencies, media releases and press conferences will be coordinated by the PAO or their designee.

2.5.2 In most cases, unless otherwise directed by the Chief of Police, the agency having primary jurisdiction shall handle the release of information to the news media.

#### **2.6 Joint Information Center (JIC):**

2.6.1 When a catastrophic event occurs that requires a major response from other emergency services (e.g. the Emergency Management Office, City of Springfield Public Information Office, Fire Department, Red Cross, City Utilities, etc.) a cooperatively formed "Joint Information Center" may be needed.

2.6.1(a) Whenever possible, the PAO should work through the City's Public Information Office to establish a Joint Information Center.

2.6.2 The establishment of the JIC should act as a rumor control center and greatly reduce the chances of conflicting information reaching the public from different agencies.

2.6.3 The JIC establishes a system where the media may receive a multitude of information from a centralized source.

2.6.3(a) It is not intended to prevent individual departments or agencies from commenting on their own operations.

2.6.4 Working in concert with public information officers from the other affected emergency services agencies, the following criteria should be addressed when creating a JIC:

2.6.4(a) Establish a centralized physical location for the JIC.

2.6.4(b) Proper communications equipment (phone lines, facsimile machines, etc.).

2.6.4(c) Who shall coordinate the release of information from all official sources.

2.6.4(d) Who the official spokesperson is for each agency.

2.6.4(e) Providing background data.

2.6.4(f) Coordination of information.

2.6.4(g) Preparation and dissemination of information.

## **3 PUBLIC AFFAIRS OFFICE**

### **3.1 Functions of the PAO:**

3.1.1 News media relations functions shall be assigned to the Department's Public Affairs Office (PAO), under the authority of the Chief of Police.

## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

#### **3.2 Responsibilities of the PAO:**

- 3.2.1 Serves as the central source of information about the department and responds to requests for such information by members of the public.
- 3.2.2 Acts as spokesperson for the department at the request of the Chief of Police or a department commander, or in accordance with this Standard Operating Guideline.
- 3.2.3 May, under most circumstances, elect to handle requests for an interview from the news media at their discretion. The PAO shall consult with the Chief of Police or their designee concerning incidents involving internal affairs or other sensitive issues before releasing information or conducting an interview.
- 3.2.4 May designate another employee of the department to facilitate a request from the media for an interview.
- 3.2.5 May respond to the scene of any media event involving the Springfield Police Department.
- 3.2.6 Prepare, write and distribute routine and special news releases.
- 3.2.7 Assume a pro-active role in contacting the news media with information about the Department that might not otherwise come to their attention, but is newsworthy.
- 3.2.8 Arrange and present, or assist at news conferences concerning departmental activities. Provides proper security for these news conferences.
- 3.2.9 Deliver emergency news announcements concerning important breaking stories via email, social media, and the media line.
- 3.2.10 Facilitate media relations in emergency or crisis situations.

#### **3.3 Notification of the PAO:**

- 3.3.1 Primary responsibility for planning, developing, writing and distributing news releases and articles about programs and activities of the Springfield Police Department rests solely with the Public Affairs Officer or their designee.
  - 3.3.1(a) The PAO may, on occasion, delegate such responsibilities to another employee.
- 3.3.2 Supervisory personnel shall inform the PAO of significant changes in operations, procedures and personnel.
- 3.3.3 Personnel should inform the PAO of newsworthy information concerning promotions, projects, programs, or other activities as far as possible in advance of their effective dates.
  - 3.3.3(a) Notification should be in writing when possible.

## **SOG 302.3**

### News Media Relations

Effective Date: 10/15/2014

- 3.3.3(b) When time does not permit, or there is an urgent need to release the information, personnel may forward the information by phone or in person.
  - 3.3.4 Planned major incidents, including raids, multiple arrests, and high profile search warrants should include the advance notification of the PAO, or their designee, to allow for proper planning for dissemination of information to the news media.
    - 3.3.4(a) Notification of the PAO is the responsibility of the highest ranking officer in charge of such an operation.
  - 3.3.5 The PAO should notify the City's Public Information Office of news conferences, media briefings or issues that may be of major interest to the City Manager's office.
- 3.4 **Notification Requirements:** (CALEA 41.2.4 – 5<sup>th</sup> Edition)
  - 3.4.1 News incidents of significant interest to the community require the immediate notification (24 hours a day) of the PAO or their designee.
    - 3.4.1(a) The supervisor in charge of the incident is responsible for ensuring that such notification is made. Examples include, but are not limited to:
      - 3.4.1(a.1) Disaster incidents resulting in the loss of life or extensive property damage. This would include, but are not limited to: Tornadoes, floods, earthquakes, building collapses and explosions.
      - 3.4.1(a.2) Aircraft crashes and train derailments involving injuries, death or a threat to the community.
      - 3.4.1(a.3) Crashes involving hazardous materials and there is any threat to public safety (such as a propane or explosives truck accident, or a natural gas pipeline rupture).
      - 3.4.1(a.4) Deaths of persons in custody.
      - 3.4.1(a.5) School bus crashes involving serious injuries or death.
      - 3.4.1(a.6) Active searches for missing persons or wanted persons *involving extensive use of personnel*
      - 3.4.1(a.7) Strikes, riots and other public disorders.
      - 3.4.1(a.8) Shootings involving Springfield police officers, *or any other law enforcement*

## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

*agency* if the shooting occurs inside the city limits of Springfield.

3.4.1(a.9) Any on-duty injury to a department employee where hospitalization is required.

3.4.1(a.10) Kidnappings.

3.4.1(a.11) Homicides.

3.4.1(a.12) Hostage and barricade situations where life is threatened or endangered over an extended period of time, or when the Special Response Team is requested.

3.4.1(a.13) Incidents involving persons who are of interest to the public.

3.4.1(a.14) Arrival of news media at any *major* incident scene.

3.4.1(a.15) Police pursuits involving a serious injury or death.

3.4.1(a.16) Incidents that require the call-out of the Chief of Police.

### **3.5 Response to incident scenes and crime scenes by the PAO:**

3.5.1 After consulting with the supervisor in charge of the incident, the PAO may elect to respond to the scene to facilitate news media inquiries.

3.5.2 Prior to the arrival of the PAO, supervisors on the scene of the incident may coordinate the release of basic information in accordance to established guidelines.

3.5.3 In the event that the PAO does not respond, or is unavailable, the on-duty shift commander, a PAO designee or the supervisor in charge of the investigation or incident shall respond to inquiries from the news media as set forth by Standard Operating Guideline.

### **3.6 Notification of the City's Public Information Office:**

3.6.1 If the PAO does respond to the incident scene the PAO should contact City's Public Information Office, 24 hours a day, concerning the above sub-sections 3.4.1(a.1), 3.4.1(a.2), 3.4.1(a.3), 3.4.1(a.5), and 3.4.1(a.8).

3.6.1(a) If the PAO does not respond to one of these incidents, the on-duty commander should ensure that the City's P.I.O. is notified (417-380-3352).

## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

- 4.1 The Springfield Police Department shall issue written press releases utilizing the News Release form, SPD Form # 00-OP-0341 concerning Department activity when deemed appropriate by either the Public Affairs Officer, a supervisor, a commander, or the Chief of Police.
  - 4.1.1 When a press release is issued, the employee issuing the release will ensure that the release is made equally available to all legitimate news media representatives.
    - 4.1.1(a) This will be accomplished by using the Press Release Distribution List located in Outlook/Public Folders/All Public Folders/Police to email the release to all included news agencies and individuals, provided that they desire to regularly receive press releases from the Department. The PAO is responsible for maintaining and updating this list.
  - 4.1.2 The format of press releases will be in written form and will be approved by either the Chief of Police, a commander, or Public Affairs Officer prior to distribution, *except in exigent circumstances*.
  - 4.1.3 When available, the PAO should be utilized to compose and disseminate news releases and to set up press conferences.
    - 4.1.3(a) Under certain circumstances press releases may be authorized by any supervisor in this Department when the PAO is unavailable or the supervisor may contact the on call duty commander or City's Public Information Office for assistance.
    - 4.1.3(b) After a News Release has been disseminated, the person making the release will, as soon as practical, forward or deliver a copy of the release to the Chief of Police, the Police Public Affairs Office, the City's Public Information Office, the TELCOM Desk, the commander(s) of the Division(s) and the supervisor(s) of any sections or units affected by the content of the news release.
  - 4.1.4 In all cases, when any written news release is made to the media, the PAO shall be given a copy of the news release as soon as practical after the release is made.
    - 4.1.4(a) Issuing a news release "department wide" using email may serve this purpose.
  - 4.1.5 All press releases shall be completed using the approved News Release form, SPD Form # 00-OP-0341.
    - 4.1.5(a) In most circumstances, the release should contain the "Who, what, when, where and why" of the event being



## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

- reported, in accordance with all Standard Operating Guidelines.
  - 4.1.5(b) In addition, the release should also contain the date the release was issued, a name and phone number for media representatives to contact for further information, and the name of the person who authorized the release.
- 4.1.6 Supervisors may make or authorize a written press release in the following circumstances:
  - 4.1.6(a) The Public Affairs Officer is unavailable and the news event is of immediate and significant interest to the safety of the community or the public's need to know.
  - 4.1.6(b) Routine traffic problems such as: <sup>2</sup>
    - 4.1.6(b.1) Road conditions made hazardous by snow, ice or flooding.
    - 4.1.6(b.2) To announce lengthy, but temporary traffic detours due to traffic crashes or other traffic hazards.
    - 4.1.6(b.3) To advise of malfunctioning traffic signals.
    - 4.1.6(b.4) Routine information in regard to fatality traffic crashes.
  - 4.1.6(c) Prior approval by either the Chief of Police, commander, or Police Public Affairs Officer.
- 4.1.7 In the event that a duty commander or supervisor feels an immediate news release is necessary, the approved Springfield Police news release format must be used.
  - 4.1.7(a) The duty commander or supervisor making the release shall ensure that the duty commander of the succeeding shift is advised of the news release.
  - 4.1.7(b) When the conditions no longer exist, the current duty commander should ensure that a subsequent news release is issued to the media advising of such.
- 4.1.8 Social Media
  - 4.1.8(a) All department social media sites or pages must be approved by the Chief of Police.

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<sup>2</sup> Section previously numbered 4.1.6(b.2) pertaining to Emergency Traffic Crash Response status was deleted, remaining sections renumbered as necessary, per Policy Change Order 14-061, Effective Date 10/15/2014.

## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

- 4.1.8(a.1) The PAO will be the primary administrator for the department's social media accounts.
  - 4.1.8(a.2) Other department employees may be given administrator rights to these accounts, with approval of their Bureau Commander.
- 4.1.8(b) Social media may be used to post news releases, crime stoppers information, missing/wanted persons, upcoming events, surveillance photos, traffic conditions, public service announcements, and any other information believed to be of interest to the citizens of Springfield.
  - 4.1.8(b.1) All social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
- 4.1.8(c) Department personnel who post information to the department's social media sites shall:
  - 4.1.8(c.1) Conduct themselves as a representative of the department, adhering to the department's code of conduct and observe conventionally accepted protocols and proper decorum.
  - 4.1.8(c.2) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
  - 4.1.8(c.3) Not conduct political activities or private business on department social media sites.
  - 4.1.8(c.4) Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

## **5 CRIME AND INCIDENT SCENES (CALEA 54.1.3 – 5<sup>th</sup> Edition)**

### **5.1 General Access:**

## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

- 5.1.1 Crime scenes, major fires, natural disasters, or other catastrophic events. Department personnel will extend every courtesy possible to members of legitimate news agencies who are at a scene covering the incident.
  - 5.1.1(a) SOGs 103.1, Code of Conduct, 402.2, Crime Scene Management, and 303.1, Public Information, shall also be observed.
- 5.2 **Permission needed by media to enter scene:**
  - 5.2.1 No member of the media shall be allowed access inside a crime scene, major fire, natural disaster, or other catastrophic event scene without permission from the on scene commander, and then only when accompanied by the PAO, commander, or their designee.
  - 5.2.2 If a crime scene encompasses private property, permission from the owner(s) or their representatives must be obtained when photographs, films, videotapes or other recordings are to be taken on or inside the area of private ownership.
  - 5.2.3 The PAO, or in their absence, the on scene commander, will make an effort to accommodate reasonable requests from the media.
- 5.3 **Temporary flight restrictions:**
  - 5.3.1 The supervisor in charge of a crime scene or incident scene may request that the FAA impose temporary flight restrictions (FAA rule 91.91) over the scene when such activity would pose a threat to people on the ground or to airborne aircraft.
    - 5.3.1(a) Example: Prop wash from an airplane or helicopter might spread vapors from a tanker truck leaking chlorine gas.
  - 5.3.2 Under most conditions, these restrictions would not apply to aircraft used for rescue efforts. To request implementation of the temporary flight restrictions, contact the FAA at the Springfield-Branson National Airport, telephone 417-869-5284.
- 5.4 **Media staging area:**
  - 5.4.1 The on-scene supervisor in charge should determine if a media staging area is needed.
  - 5.4.2 When appropriate, a media staging area should be established that provides for the safety of the news media representatives, police officers and other persons involved in the incident.
  - 5.4.3 If such a location is needed, the on scene supervisor shall establish a safe location.
  - 5.4.4 The PAO may change this location upon their arrival, or at any other time deemed appropriate.

## **SOG 302.3**

### **News Media Relations**

Effective Date: 10/15/2014

5.4.5 Media mobility shall not be restricted outside the perimeters of the crime scene or incident scene unless such mobility will endanger life or property, or the investigation itself.

#### **5.5 Non-interference with photographers and videographers outside crime scene:**

5.5.1 Police personnel shall not prevent citizens, media photographers or videographers, from photographing persons or scenes, even in instances where this department would not release to the media photographs of such persons or scenes.

5.5.2 Department members shall take no action to assist nor discourage the news media in making photographs or obtaining other information, except as provided by law.

5.5.3 This refers to photographers and videographers located outside the designated crime scene or incident scene who are photographing or attempting to photograph inside such a scene.

5.5.4 It does not give permission to enter the scene or proceed past crime scene or incident scene barriers without permission, as specified in Section 5.2.

#### **5.6 Media pool:**

5.6.1 In rare instances, a "media pool" may need to be established.

5.6.2 When conditions are so dangerous or confining as to limit the number of media representatives that can be accommodated at a certain area or event, a media pool may be established.

5.6.3 The establishment of such a pool shall be facilitated by the PAO.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/30/2016	<b>Supersedes Policy Dated:</b> 11/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>302.4</b>
<b>Accreditation Index:</b> 41.2.7 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Community Relations	
<b>Chief of Police:</b>			

## Social Service and Criminal Justice Diversion

### I Policy

It is the policy of the Springfield Police Department to refer citizens in need and to divert some violators to social service organizations under extenuating circumstances. Citizens in need of assistance that is beyond the normal capabilities of police personnel may be candidates for referral. Violators, whether state law or city ordinance, who are obviously in need of assistance that cannot be offered within normal detention facilities should be considered for diversion.<sup>1</sup>

### II Definitions

### III Procedure

#### 1 INVOLUNTARY COMMITMENTS

- 1.1 Police officers are authorized to commit people who are a threat to themselves or others due to mental deficiencies or disease to facilities for treatment of the deficiency. Such involuntary commitments are for a period of 96 hours. (CALEA 41.2.7(c))<sup>2</sup>
  - 1.1.1 Procedures established by Missouri Statutes 632.300 - 632.315 shall be followed when making an involuntary commitment for treatment of a mental disorder.
  - 1.1.2 Procedures established by Missouri Statute, Chapter 631, shall be followed for involuntary commitment of persons for alcohol and drug abuse.

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<sup>1</sup> Policy Statement revised, minor wording change, per Policy Change Order 16-012.

<sup>2</sup> Section 1.1 revised, 5<sup>th</sup> Edition removed from CALEA Standard reference, per Policy Change Order 16-012.

## **SOG 302.4**

### **Social Service and Criminal Justice Diversion**

Effective Date: 09/30/2016

## **2 INTOXICATED PERSONS**

- 2.1 Police personnel often make contact with intoxicated individuals who are unable to take care of themselves due to their level of intoxication. Personnel should make arrangements for the care of these people if they are not charged with a criminal offense or ordinance violation.<sup>3</sup>
  - 2.1.1 Intoxicated persons may be left in the care of a responsible party at the location of contact.
  - 2.1.2 Intoxicated persons may be transported to their residence if a responsible party is there who can care for them.
  - 2.1.3 An intoxicated person may be diverted to a detoxification facility if other efforts to care for the person have failed.
  - 2.1.4 Persons who appear to be severely intoxicated to the point that they are unable to make decisions about their welfare or are unconscious should receive medical examination.

## **3 ELDERLY INDIVIDUALS**

- 3.1 Police personnel may contact elderly individuals who are unable to care for themselves. Such individuals, who may or may not have committed an offense, should be considered as candidates for diversion.<sup>4</sup>
  - 3.1.1 When possible, a relative of the elderly person should be contacted to take charge of the person.
  - 3.1.2 Police personnel may make direct referrals of the elderly person to the Missouri Division of Aging or may refer the relative of such person to this division for assistance.

## **4 COORDINATION WITH SOCIAL SERVICE AGENCIES**

- 4.1 The Police Department is an integral part of the criminal justice system and the human services delivery system and is vital to the coordination and delivery of such services. Interaction with other criminal justice organizations and social service agencies is an essential role central to the community policing philosophy.<sup>5</sup>
- 4.2 Upon request, Police Department personnel will participate in committees, task forces, and governing boards of social service organizations and will assist in designing systems for the referral and delivery of social and human services to designated groups.
  - 4.2.1 Prior review and authorization by the Chief of Police shall be necessary.

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3 Section 2.1 revised, minor wording changes, per Policy Change Order 16-012.

4 Section 3.1 revised, minor wording change, per Policy Change Order 16-012.

5 Section 4.1 revised, minor wording change, per Policy Change Order 16-012.

## **SOG 302.4**

### **Social Service and Criminal Justice Diversion**

Effective Date: 09/30/2016

- 4.3 Upon request, Police Department personnel will participate in committees, task forces, and governing boards of criminal justice organizations for the purpose of improving the design, delivery, and implementation of criminal justice system programs, services, and capabilities.
    - 4.3.1 Prior review and authorization by the Chief of Police shall be necessary.
  - 4.4 Employees who are designated to participate are required to keep their bureau commanders informed about the activities, decisions, and actions taken in such committees, boards, and task forces.
- 5 OTHER REFERRAL AGENCIES
- 5.1 Police officers are responsible for providing referral information to persons in need of social service follow-up. This may be accomplished by making the telephone call on behalf of the person or by providing them with the telephone number.
  - 5.2 Police officers shall assist victims of domestic assault with safe transportation to appropriate shelter.
  - 5.3 Major case crime victims shall be provided referral information to the Victim Center.<sup>6 7</sup>
- 6 CRIMINAL JUSTICE AGENCY REFERRAL
- 6.1 Police officers have the authority to offer informal adjustments consistent with the established limits placed on their discretion by department policy and statute.
  - 6.2 Formal referrals to criminal justice agencies and services are made pursuant to arrests or judicial custody of juveniles and are not within the discretion of an officer to make. Officers, as a matter of existing law, have very little access to criminal justice diversion programs.

## **IV Attachments**

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6 Section 5.3 revised, *Victim Center* name correction, per Policy Change Order 16-012.

7 Section previously numbered 5.4 deleted, reference to the *Officer's Handbook* removed, per PCO 16-012.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/29/2016	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>302.5</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services	<b>Chapter Title:</b> Community Relations		
<b>Chief of Police:</b>			

## Honor Guard

### I Policy

It is the policy of the Springfield Police Department to honor those police officers, active or retired, who have lost their lives. The Honor Guard serves as an official representation of the department's commitment to respect their service and the families left behind.

### II Definitions <sup>1</sup>

**Full Complement** – A minimum of sixteen members.

**Honor Guard Coordinator** – A sworn officer assigned by the Uniform Operations Bureau Commander to coordinate the activities of the Honor Guard.

**Uniformed Representation** – The sending of any uniformed police officer(s) to funeral services when the officer(s) will have no active role in the service.

### III Procedure

#### 1 NOTIFICATIONS

- 1.1 Due to time constraints involved, it is important for the department to receive timely notification upon the death of an active or retired police officer. The following guidelines are established to assure Honor Guard participation at the funeral services:

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<sup>1</sup> Definitions revised, minor wording and capitalization changes, per Policy Change Order 16-007.



## **SOG 302.5**

### **Honor Guard**

Effective Date: 03/29/2016

- 1.1.1 All personnel, upon becoming aware of the death of any active or retired police officer, shall notify the Uniform Operations Bureau Commander. The Uniform Operations Bureau Commander will review the situation and, if it falls within department guidelines, will assign the Honor Guard Coordinator the task of organizing the Honor Guard members who will attend the funeral services.

## **2 HONOR GUARD UTILIZATION**

- 2.1 A minimum of two Honor Guard members will routinely be activated when any of the following circumstances apply:
  - 2.1.1 The death of a Springfield Police Officer who is currently employed or has retired from the City of Springfield under honorable circumstances and a request from the family or agency has been received, or at the authorization of the Chief of Police, provided the funeral services will occur within a 300-mile radius of Springfield.
  - 2.1.2 The death of any on-duty law enforcement officer killed in the line of duty within a 300-mile radius of Springfield provided a request from the family or the officer's agency has been received and the funeral services will occur within a 300-mile radius of Springfield.
  - 2.1.3 The malicious death of any on-duty law enforcement officer killed in the line of duty within a 300-mile radius of Springfield provided a request from the family or the officer's agency has been received, or at the authorization of the Chief of Police, and the funeral services will occur within a 300-mile radius of Springfield.
- 2.2 Honor Guard members are allowed a minimum of four (4) hours of on-duty time when performing Honor Guard duties.
  - 2.2.1 The four hours can be adjusted out as regular duty time, if possible and approved by the involved supervisor, or can be claimed as overtime in accordance with the current rules governing overtime. Overtime worked as part of an Honor Guard assignment is not guaranteed overtime.
  - 2.2.2 If an Honor Guard member is working at the time their assignment takes place, that member will simply be allowed to conduct their duties in an on-duty capacity, but must return to work immediately following the assignment unless authorized by their supervisor to take leave time.

## **3 HONOR GUARD FUNERAL PROTOCOL**

- 3.1 The Honor Guard Coordinator, or their designee, shall make arrangements for Honor Guard involvement in the funeral services per SOG 410.3, Death Notification and Funeral Protocol.

## **SOG 302.5**

### **Honor Guard**

Effective Date: 03/29/2016

- 3.2 Springfield Police Honor Guard will be available to perform the following functions as requested or specified in an officer's critical incident directive:
  - 3.2.1 Provide a full complement of the Honor Guard.
  - 3.2.2 Participation of a minimum of four members of the Honor Guard in the casket guard during any viewing hours of the deceased.
  - 3.2.3 Flag detail.
  - 3.2.4 Gun salute.
  - 3.2.5 Arrangement of Taps.
  - 3.2.6 Arrangement of Bagpipes.
  - 3.2.7 Arrangement of End of Watch Radio/PA broadcast at gravesite.
  - 3.2.8 Will serve as pallbearers unless otherwise specified by an officer's critical incident directive.
  - 3.2.9 Form a cordon at the funeral and to the gravesite.
  - 3.2.10 Processional escorts may be authorized by the Chief of Police only for Springfield police officers killed in the line of duty as long as the funeral services and gravesite are within a 100-mile radius of Springfield, with prior approval of any jurisdictional agency of the event.
- 4 **USE OF POLICE VEHICLES**
  - 4.1 Marked Police vehicles will be authorized for funeral services that occur within the city limits of Springfield.
  - 4.2 Funeral services that occur outside the city limits of Springfield will require authorization by the Chief of Police.
- 5 **MEMBER REQUIREMENTS**
  - 5.1 Members must exhibit a positive image, representative of the Springfield Police Department.
  - 5.2 New applicants must make a written request to the Uniform Operations Bureau Commander for membership and may be subject to an interview with the Uniform Operations Bureau Commander and/or their designee(s).
  - 5.3 All appointments will be approved by the Chief of Police.
- 6 **SCHEDULING AND TRAINING**
  - 6.1 Four (4) training days per year will be set aside for the training of Honor Guard members.
  - 6.2 The scheduling of the training days will be done by the Honor Guard Coordinator.

## **SOG 302.5**

### **Honor Guard**

Effective Date: 03/29/2016

6.3 Completion of two training days per year is mandatory for all Honor Guard members.

6.4 If possible, officers shall adjust their work schedules to avoid overtime when they have an Honor Guard event or training.

## **7 PURCHASES**

7.1 Every Honor Guard member will be allotted funds to spend for the purchasing of personal Honor Guard equipment, subject to the availability of such funds. Prior to purchasing, all requests for equipment will be sent through the Honor Guard Coordinator for approval by the Bureau Commander or designee. <sup>2</sup>

7.1.1 Typically, Honor Guard members will purchase the following: <sup>3</sup>

7.1.1(a) Black clarino shoes;

7.1.1(b) White Honor Guard hat;

7.1.1(c) White gloves;

7.1.1(d) Additional alterations for Honor Guard uniform.

7.2 Issued equipment purchased by the Springfield Police Department for an Honor Guard member remains the property of the Department and must be turned back into the Honor Guard Coordinator once the officer leaves the Honor Guard squad. Any extra equipment will be kept in one of the Honor Guard lockers in the basement at Headquarters. <sup>4</sup>

7.2.1 The following items are issued to all Honor Guard members: <sup>5</sup>

7.2.1(a) Honor Guard badge;

7.2.1(b) Midnight blue 4-button coat with white piping;

7.2.1(c) Midnight blue matching trousers with white piping;

7.2.1(d) White long-sleeve button-up shirt;

7.2.1(e) Black 4-in-1 hand tie;

7.2.1(f) White single-loop nylon cord (aiguillette);

7.2.1(g) Black clarino belt;

7.2.1(h) Black clarino shoulder strap;

7.2.1(i) Black clarino holster;

7.2.1(j) Honor Guard raincoat.

7.2.2 The Section Commander can authorize specific items, which have been purchased by the Department, to be kept by the Honor Guard member at the time they leave the squad. <sup>6</sup>

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<sup>2</sup> Section 7.1 revised, procedure regarding allotment of funds changed, per Policy Change Order 16-007.

<sup>3</sup> Section 7.1.1 added, subsequent sections renumbered accordingly, per Policy Change Order 16-007.

<sup>4</sup> Section 7.2 (previously 7.1.1) revised regarding the return and storage of equipment, per PCO 16-007.

<sup>5</sup> Section 7.2.1 added, per Policy Change Order 16-007.

<sup>6</sup> Section 7.2.2 (previously 7.1.2) revised, wording change, per Policy Change Order 16-007.

## **SOG 302.5**

### **Honor Guard**

Effective Date: 03/29/2016

#### **8 CHAIN OF COMMAND**

- 8.1 The Honor Guard Coordinator shall report directly to the Sergeant assigned to supervise the Honor Guard.
- 8.2 The Sergeant assigned to supervise the Honor Guard will have approval responsibilities for all activities presented to them by the Honor Guard Coordinator. The Sergeant will also be responsible for sending any requests made by the Honor Guard Coordinator to the Section Commander when appropriate.

#### **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/29/2016	<b>Supersedes Policy Dated:</b> 05/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>302.6</b>
<b>Accreditation Index:</b> 91.1.1, 91.1.3, 91.1.4, 91.1.5, 91.1.7, 91.1.8, 91.1.9, 91.1.10, 91.4.1 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Community Relations	
<b>Chief of Police:</b>			

## Community Policing Services

### I Policy <sup>1</sup>

It is the philosophy of the Springfield Police Department to provide for community security to include reducing fear of crime and victimization. Toward that end, Police Department employees shall use long term strategies, educational approaches, interact closely with neighborhood associations, utilize community problem-solving techniques, and implement proactive community-oriented crime prevention programs. Although the Community Services Section is tasked with providing specialized services in these areas, all employees shall assist in this mission.

### II Definitions <sup>2</sup>

**Community Event** – A gathering of three or more persons that officers attend to provide a presentation or otherwise represent the Police Department.

**Citizen Contact** – When an officer is contacted or makes contact with a citizen in a non-enforcement manner and substantive communication occurs.

### III Procedure

#### 1 THE ROLE OF POLICE DEPARTMENT EMPLOYEES

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1 Policy statement revised, punctuation correction and minor wording change, per Policy Change Order 15-080.

2 Definitions revised, capitalization and minor wording change, per Policy Change Order 15-080.

## **SOG 302.6**

### **Community Policing Services**

Effective Date: 03/29/2016

- 1.1 All Police Department employees are expected and required to assist the community with the solution of problems beyond standard calls for service response.
  - 1.2 In conjunction with their other duties, officers shall do the following: <sup>3</sup>
    - 1.2.1 Provide referral to community organizations;
    - 1.2.2 Provide materials and tips related to crime prevention;
    - 1.2.3 Refer requests for commercial or residential security surveys;
    - 1.2.4 Assist with remediation of PIO Service Requests;
    - 1.2.5 Log community events;
    - 1.2.6 Participate in community events;
      - 1.2.6(a) Participating officers shall complete the Community Meeting / Presentation / Event Report (SPD Form # 02-OP-0401) and forward it to the Community Services Section Support Sergeant. <sup>4</sup>
    - 1.2.7 Identify and resolve citizen concerns.
- 2 THE ROLE OF COMMUNITY SERVICES SECTION PERSONNEL
- 2.1 Commander (Lieutenant) <sup>5</sup>
    - 2.1.1 Coordinates and directs delivery of community services on a city-wide basis
    - 2.1.2 Assists in the development of community-involvement policies for the department
    - 2.1.3 Improves department practices concerning police interaction with the community
    - 2.1.4 Assists with identifying training needs
    - 2.1.5 Assists in the establishment of new community groups
  - 2.2 Community Services Section Support
    - 2.2.1 Sergeant <sup>6</sup>
      - 2.2.1(a) Tracks and maintains liaison with residential and business-area community groups, neighborhood watch groups, church groups, and others
      - 2.2.1(b) Assists in the establishment of new community groups
      - 2.2.1(c) Provides immediate supervision to all Police Area Representative (PAR) Officers, Drury Substation Officers, Crime Prevention Officers, and the

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<sup>3</sup> Section 1.2 revised, syntax change, per Policy Change Order 15-080.

<sup>4</sup> Section 1.2.6(a) revised, syntax change, per Policy Change Order 15-080.

<sup>5</sup> Section 2.1 revised, punctuation and minor wording changes, per Policy Change Order 15-080.

<sup>6</sup> Section 2.2.1 revised, punctuation and minor wording change, per Policy Change Order 15-080.

## **SOG 302.6**

### **Community Policing Services**

Effective Date: 03/29/2016

- Community Services Section Support Corporal
      - 2.2.1(d) Provides oversight for all special events
    - 2.2.2 Corporal <sup>7</sup>
      - 2.2.2(a) Plans and coordinates resources for all special events
      - 2.2.2(b) Maintains liaison with residential and business-area community organizations and agencies
      - 2.2.2(c) Receives, tracks, and assigns for follow-up all service requests received from the City's Public Information Office
      - 2.2.2(d) Coordinates and monitors any community block grants
      - 2.2.2(e) Maintains and oversees the day-to-day operations of the Mobile Community Resource Vehicle (MCRV)
    - 2.2.3 Crime Prevention Officers <sup>8</sup>
      - 2.2.3(a) Prepare and deliver community crime prevention and safety programs
      - 2.2.3(b) Target crime prevention programs using crime analysis data to identify type of crime and geographic location
      - 2.2.3(c) Target community programs to address citizen perceptions, misperceptions, and fears of crime
    - 2.2.4 Police Area Representative (PAR) Officers <sup>9</sup>
      - 2.2.4(a) Track and maintain liaison with residential and business-area community groups, neighborhood watch groups, church groups, and others within their assigned area of responsibility
      - 2.2.4(b) Facilitate and coordinate department, city, and community resources to address identified long-term issues and projects within their assigned area
      - 2.2.4(c) Assigned to areas of responsibility, as needed, in accordance with established zones/beats <sup>10</sup>
    - 2.2.5 Drury Substation Officers <sup>11</sup>
      - 2.2.5(a) Work with the Drury University community and administration in providing community-based police services to the campus area

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<sup>7</sup> Section 2.2.2 revised, punctuation changes, per Policy Change Order 15-080.

<sup>8</sup> Section 2.2.3 revised; grammar, punctuation, and syntax changes; per Policy Change Order 15-080.

<sup>9</sup> Section 2.2.4 revised, punctuation and syntax changes, per Policy Change Order 15-080.

<sup>10</sup> Section previously numbered 2.2.4(c) regarding PAR supervision deleted, subsequent section reworded and renumbered, per Policy Change Order 15-080.

<sup>11</sup> Section 2.2.5 revised, grammar correction and punctuation change, per Policy Change Order 15-080.

## **SOG 302.6**

### **Community Policing Services**

Effective Date: 03/29/2016

#### **2.3 Center City Zone Squads**

##### **2.3.1 Sergeant**

2.3.1(a) Coordinates and directs community policing services, problem solving, and resources to a pre-defined policing zone/area.

2.3.1(b) Responsible for the supervision of the Center City Zone Squad

##### **2.3.2 Corporal**

2.3.2(a) Coordinates and directs community policing services, problem solving, and resources to a pre-defined policing zone/area.

##### **2.3.3 Officers**

2.3.3(a) Work with the community to identify problems, develop solutions, and marshal government and community resources to implement those solutions and to provide police services of a community-based nature to a specific geographic area.<sup>12</sup>

### **3 COMMUNITY POLICING ON CAMPUS**

#### **3.1 Missouri State University and Drury University Substations**

3.1.1 The City of Springfield Police Department and the Board of Trustees of Missouri State University and Drury University have entered into an agreement for providing enhanced law enforcement services within and around the MSU campus and Drury campus.

3.1.2 The primary purpose of the police substation is to provide a visible police presence, enhance public safety, prevent crime, and enforce City of Springfield ordinances as well as state law at both campus locations.<sup>13</sup>

3.1.2(a) The SPD shall make available any information to MSU and Drury University, which can be lawfully provided, that would enable them to fully assess potential threats to the campus community or any portion thereof. (CALEA 91.1.7)<sup>14</sup>

3.1.2(b) The SPD is not responsible for administrative functions which are the primary responsibility of the university, unless specifically addressed in the written agreement. Those functions may include:

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<sup>12</sup> Section 2.3.3(a) revised, grammar correction, per Policy Change Order 15-080.

<sup>13</sup> Section 3.1.2 revised, punctuation and minor wording changes, per Policy Change Order 15-080.

<sup>14</sup> 5<sup>th</sup> Edition removed from all CALEA standard references throughout the entire policy, per PCO 15-080.



## **SOG 302.6**

### **Community Policing Services**

Effective Date: 03/29/2016

- 3.1.2(b.1) Background investigations of students, faculty, and staff; (CALEA 91.1.3)
- 3.1.2(b.2) Campus Security Escort Services; (CALEA 91.1.4)
- 3.1.2(b.3) Campus Emergency Notification Systems; (CALEA 91.1.5)
- 3.1.2(b.4) Campus Security Cameras; (CALEA 91.1.8)
- 3.1.2(b.5) Campus Emergency-Only phones; (CALEA 91.1.9)
- 3.1.2(b.6) Non-Criminal Administrative Investigations; (CALEA 91.1.10)
- 3.1.2(b.7) University Federal or State reporting requirements.
  - 3.1.2(b.7.1) The SPD may lawfully provide information pertaining to criminal activity within the patrol area to assist the universities in completing required reports. (CALEA 91.4.1)
- 3.1.2(c) As part of the crime prevention efforts Research and Development shall complete a documented Campus Risk Assessment and Analysis once every three years. (CALEA 91.1.1)
  - 3.1.2(c.1) The report will be based on information from SPD CAD and RMS data for the MSU and Drury Campus as identified in the written agreement. (CALEA 91.1.1(a) and 91.1.1(b))
  - 3.1.2(c.2) The report will focus on risks relating to criminal activity and property loss to the university and individuals. (CALEA 91.1.1(c) and 91.1.1(e))
  - 3.1.2(c.3) The report will not include non-criminal risks involving accidents and liability issues unless specifically addressed in the written agreement. (CALEA 91.1.1(d) and 91.1.1(f))

## **SOG 302.6**

### **Community Policing Services**

Effective Date: 03/29/2016

- 3.1.2(c.4) The final product will include an analysis conclusion and recommendations to be made to campus officials. (CALEA 91.1.1(g))

#### **4 CRIME PREVENTION PROGRAMS**

- 4.1 Crime prevention programs will be established by analyzing local crime data and evaluating the concerns of the community through solicitation of citizens' viewpoints collected by public meetings, surveys, etc.
- 4.2 These programs will address community perceptions or misperceptions of crime.
- 4.3 Crime prevention programs will be constantly evaluated to determine whether they should be continued, modified, or discontinued.<sup>15</sup>

#### **5 CRIME PREVENTION GROUPS**

- 5.1 The Community Services Section will assist in organizing residential and business crime prevention groups, such as:
  - 5.1.1 Neighborhood Watch Groups
  - 5.1.2 Neighborhood Associations
- 5.2 The Community Services Section shall conduct residential and commercial CPTED (Crime Prevention Through Environmental Design) surveys as requested.<sup>16</sup>

#### **6 NEIGHBORHOOD ASSOCIATIONS AND WATCH GROUPS**

- 6.1 Liaison
  - 6.1.1 The Community Services Section maintains liaison with all neighborhood associations and neighborhood watch groups.
- 6.2 Tracking
  - 6.2.1 The City of Springfield Planning and Zoning Department tracks information on all neighborhood associations.
- 6.3 Delivery of Services
  - 6.3.1 Police employees shall record and refer all requests for crime prevention, safety education, and community service programs to the Community Services Section.<sup>17</sup>
  - 6.3.2 Any police officer may be called upon to assist with the delivery of these services to the community.

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<sup>15</sup> Section 4.3 revised, comma added, per Policy Change Order 15-080.

<sup>16</sup> Section 5.2 revised, wording change, per Policy Change Order 15-080.

<sup>17</sup> Section 6.3.1 revised, word change, per Policy Change Order 15-080.

## **SOG 302.6**

### **Community Policing Services**

Effective Date: 03/29/2016

#### **7 COMMUNITY RELATIONS <sup>18</sup>**

- 7.1 The Community Services Section shall maintain strong community relations by doing the following:
  - 7.1.1 Establish a liaison with formal community organizations and community groups;
  - 7.1.2 Maintain an open line of communication between those community organizations/groups and the department;
  - 7.1.3 Aid in the formation of community groups where they are needed;
  - 7.1.4 Continually evaluate methods of police/community relations;
  - 7.1.5 Identify department training needs through the use of information provided by citizen representatives, internal investigations, and supervisors;
  - 7.1.6 Develop and update community-relation policies for the department;
  - 7.1.7 Coordinate with the Public Affairs Office to publicize agency objectives, problems, and successes;
  - 7.1.8 Involve all agency personnel in achieving the department's community relations objectives by familiarizing them with the various crime prevention programs and providing updates on newly instituted activities.

#### **8 DELIVERY OF COP SERVICES <sup>19</sup>**

- 8.1 Street Lighting and Environmental Improvements
- 8.2 Community Concerns
- 8.3 Neighborhood Watch
- 8.4 Special Events
- 8.5 Tracking Delivery of Services
  - 8.5.1 Community Events
    - 8.5.1(a) Community Meeting / Presentation / Event Report
  - 8.5.2 Service Requests
    - 8.5.2(a) Receiving PIO Service Requests
    - 8.5.2(b) Tracking by Public Information Office
    - 8.5.2(c) Assignment
    - 8.5.2(d) Follow-up, Reporting

## **IV Attachments**

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<sup>18</sup> Section 7 revised, outline reorganized, per Policy Change Order 15-080.

<sup>19</sup> Section 8 revised; Police Chaplains and Volunteers removed from list of COP services, subsequent sections renumbered accordingly, per Policy Change Order 15-080.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 05/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>302.7</b>
<b>Accreditation Index:</b> 54.1.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Community Relations	
<b>Chief of Police:</b>			

## Ride-Along Program

### I Policy

It is the policy of the Uniform Operations Bureau to allow non-department personnel to accompany police officers during their tour of duty on a limited basis.

### II Definitions

### III Procedure

#### 1 APPLICATION / APPROVAL PROCESS

- 1.1 Non-department personnel may accompany sworn officers in the performance of official police business with prior approval by the Uniform Operations Bureau Commander or, in their absence, any UOB Captain or Lieutenant.
- 1.2 A Ride-Along Request, SPD Form # 94-OP-0097 must be completed and signed by the person making the request prior to accompanying the officer.
  - 1.2.1 These forms are available at the front desk of Headquarters and the South District Station, on the Springfield Police Department's website, from the UOB Administration Office or may be found in the SPD Forms folder on the Police N Drive;
  - 1.2.2 The request should be made ten days in advance of the date of the ride, whenever practical;
    - 1.2.2(a) Host Officer sponsored riders must first submit a Ride-Along Request, SPD Form # 94-OP-0097 to their supervisor for approval. The supervisor will then forward to the Uniform Operations Bureau Administration Office.

## **SOG 302.7**

### **Ride-Along Program**

Effective Date: 10/06/2015

- 1.2.2(b) Non-Host Officer sponsored riders, will submit the Ride-Along Request, SPD Form # 94-OP-0097 to the Uniform Operations Bureau Administration Office.
- 1.2.2(c) The UOB Office Administrator or their designee will ensure the following checks are conducted on the rider:
  - 1.2.2(c.1) Records Management System
  - 1.2.2(c.2) Criminal History
  - 1.2.2(c.3) Wants and Warrants
  - 1.2.2(c.4) Check scheduling for other ride-alongs. No squad will have more than two civilian riders on a shift without the squad supervisor's approval. If not approved by the supervisor, the UOB Office Administrator or their designee will contact the rider to schedule them to ride another day.
  - 1.2.2(c.5) Once all checks are made and the rider is given a scheduled date, the UOB Office Administrator or their designee will forward the Ride-Along Request form to the UOB Commander or their designee for approval.
- 1.2.3 Once the Ride-Along Request has been completed and approved, the UOB Office Administrator or designee shall route the form to the squad supervisor for the date and shift of the ride-along.
- 1.3 The squad supervisor on the date of the ride-along shall be responsible for the following:
  - 1.3.1 Notify the On-Duty Watch Commander of any/all Ride-Alongs;
  - 1.3.2 Ensure there is a properly completed, signed, and approved Ride-Along Request/Release form;
  - 1.3.3 Ensure the rider is appropriately attired;
  - 1.3.4 Assign a host officer for the escort;
  - 1.3.5 Ensure the rider is transported back to HQ/SDS once the shift ends, or if the rider decides to end the ride-along prior to the end of the host officer's shift.
  - 1.3.6 Monitor the ride-along to ensure that if the host officer receives an assignment of extended duration the rider is reassigned to allow the rider to observe a variety of police activities;
    - 1.3.6(a) Securing a prisoner at a hospital;

## **SOG 302.7**

### **Ride-Along Program**

Effective Date: 10/06/2015

- 1.3.6(b) Extradition from another jurisdiction;
- 1.3.6(c) Officer becomes injured;
- 1.3.6(d) Officer becomes involved in a lengthy reporting/investigative process;
- 1.3.7 Complete the host officer's information at the bottom of the form and route the completed Ride-Along Request back to the Uniform Operations Division Officer Administrator, after the ride-along is concluded.

## **2 OFFICER'S RESPONSIBILITIES**

- 2.1 Officers on probationary status shall not be allowed to host a guest rider.
- 2.2 The host officer will be cognizant of the safety of the rider for the duration of the ride-along and will ensure that the rider complies with Springfield Police Department guidelines for the ride-along.
  - 2.2.1 When the officer knows or reasonably believes there is a significant risk of serious physical injury to the rider, the rider should be instructed to stay in the patrol vehicle, or be left at a location of safety.
  - 2.2.2 The rider shall obey all instructions from the officer at all times. If a rider refuses to follow the instructions of the officer, the officer should immediately notify the field supervisor and transport the rider back to Headquarters or the South District Station for termination of the ride-along.
  - 2.2.3 The officer has the authority to suspend the ride at any time, after notification is given to their supervisor.
    - 2.2.3(a) At the field supervisor's discretion, the remainder of the ride-along may be continued with another host officer;
  - 2.2.4 The officer should make every attempt to answer questions, and explain to the rider what actions are being taken and the reasons for such actions.
  - 2.2.5 Any injury of a rider, however slight, shall be immediately reported to the supervisor.
  - 2.2.6 The rider should not represent themselves as police personnel.
  - 2.2.7 The rider may not accompany an officer on private property, or to any location not open to the public.

## **3 PERSONS ELIGIBLE TO RIDE-ALONG**

- 3.1 Family members of Springfield Police Department employees
- 3.2 Other Springfield City employees

## **SOG 302.7**

### **Ride-Along Program**

Effective Date: 10/06/2015

- 3.3 Law Enforcement Officers from other jurisdictions
- 3.4 Law Enforcement Academy Students
- 3.5 Springfield Police Department Volunteers, Interns, Chaplains, and Cadets
- 3.6 News media personnel (CALEA 54.1.3 – 5th Edition)
- 3.7 Other civilians with approval of the UOB Commander

## **4 GENERAL GUIDELINES**

- 4.1 Riders shall be authorized to attend the pre-shift briefing unless excluded by a Supervisor/Commander.
- 4.2 Ride-Alongs will be authorized for the entire patrol shift.
- 4.3 Riders shall wear appropriate attire for the duration of the ride-along. Appropriate attire shall consist of casual skirts or slacks for women and casual slacks and shirts for men. Shirts shall have collars (no t-shirts). Blue jeans, sweats, shorts, or anything with vulgar, rude or offensive logos are prohibited.
- 4.4 All riders must be 16 years of age or older, unless otherwise approved by the UOB Commander.
- 4.5 A person may ride no more than once in a twelve month period.
  - 4.5.1 Exceptions: Officers from other jurisdictions, officers' family members, Cadets, Chaplains, Springfield Police Department interns when ride-alongs are a requirement of their internship, or when approved by the UOB Commander.
- 4.6 A rider shall not become involved in the officer's activities in any manner, unless at the express direction of the officer.
- 4.7 Persons who have been arrested for a felony crime or convicted of a serious misdemeanor, are prohibited from riding. Any documented negative contacts with police may be grounds for denial of a ride-along request.
- 4.8 All misdemeanor arrests/convictions will be considered, but are not automatic grounds for denial. The UOB Commander or their designee will have the overall authority to approve or deny a ride-along request.
- 4.9 Non-Media riders are prohibited from using any type of recording device while on the ride-along. Use of such devices is grounds for immediate termination of the ride-along, after the notification is given to the host officer's supervisor.
- 4.10 Possession of weapons by riders are prohibited unless allowed by RSMO 571-030, subdivision 2, subsections 1,3,4,5,6,7, to include sworn commissioned officers, on-duty members of the armed forces, judges, commissioned process servers, and federal or state probation or parole officers.
  - 4.10.1 Civilian persons authorized to carry concealed weapons pursuant to Subdivision 4 (referencing RSMO 571.101 and 571.121) are *not authorized* to carry weapons while on a ride-along.

Effective Date: 10/06/2015

## 5.1 APPLICATION PROCESS

- ## 5.2 HOST OFFICER RESPONSIBILITIES

- [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

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## **SOG 302.7**

### **Ride-Along Program**

Effective Date: 10/06/2015

can request recording devices be turned off if such recording could jeopardize an investigation or the safety of an officer if publicly aired.

5.2.6 The host officer will not allow the media to enter a private home for any reason and will ask the media to either wait in their patrol vehicle or on public property while the officer conducts the call.

5.2.6(a) If the media refuse to comply with the officers request to stay in their patrol vehicle or on public property, the ride-along will be terminated instantly and the media returned to the police station.

5.2.6(b) Notification to the watch commander and PAO will be made as soon as is practical (but before the end of the shift) as to why the ride-along was terminated.

## **5.3 General Guidelines**

5.3.1 The host officer will ensure the appropriate attire is worn by all reporters in accordance with section 4.3 of this guideline.

5.3.1(a) The only exception to this attire guideline shall be given to camera operators as they routinely wear blue jeans as a part of their normal dress code while working in the field.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>303.1</b>
<b>Accreditation Index:</b> 54.1.1, 82.1.1			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Records	
<b>Chief of Police:</b>			

## Public Information

### I Policy

To provide prompt and accurate information to members of the news media and public.

### II Definitions

**Suspect** - A person suspected of committing a crime.

### III Procedure

#### 1 UNRESTRICTED INFORMATION

1.1 The following information is generally unrestricted, however, may be restricted if there is an investigative reason; a need to protect the identity of an officer; or a need to protect the confidentiality of an informant or source of information. (RSMo. 610.100) <sup>1</sup>

1.1.1 The identity of persons arrested, along with identifying information, such as age, residence, etc.

1.1.2 The charge for which a person has been arrested or issued a citation.

1.1.3 The circumstances of the arrest, including time and place, and if there were such factors involved as pursuit, resistance, weapons, etc.

1.1.4 The identity of investigating and/or arresting officers.

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<sup>1</sup> Section 1.1 revised, RSMo reference updated, per Policy Change Order 17-012.

## **SOG 303.1**

### **Public Information**

Effective Date: 04/04/2017

- 1.1.5 Facts relating to the crime itself and routine investigative procedures and techniques.
- 1.1.6 Release of factual information pertaining to non-criminal matters. Care should be taken to insure that information given does not conflict with or jeopardize an investigation being conducted by another law enforcement agency.
- 1.1.7 Identity of seriously injured or deceased persons after sufficient notice to relatives.

## **2 RESTRICTED INFORMATION**

- 2.1 The below information may not be released unless the release serves a law enforcement purpose or is in the best interest of public safety. (City Code 2-2) (RSMo 211.321(2), 595.226, 610.021, & 610.100) (Hyde v. Columbia)<sup>2</sup>
  - 2.1.1 The identity of any juvenile, when that juvenile is a victim or suspect in a criminal incident. An exception to this restriction may be when the release of such information is court-ordered.
  - 2.1.2 The identity of victims or witnesses when release of such information could reasonably be expected to endanger the life or physical safety of any individual; for example, victims of sexual assault, or witnesses who can identify the perpetrator.
  - 2.1.3 The performance or results of any examination or test, or the refusal or failure of a person to submit to an examination or test, or the identity or nature of physical evidence expected to be presented.
  - 2.1.4 Any opinion as to suspect's guilt or innocence, quality of the case, or value of evidence seized.
  - 2.1.5 The possibility of any plea negotiation or the existence or contents of any confession, admission or statement given by a suspect or that suspect's refusal or failure to make a statement.
  - 2.1.6 The identity of suspects not yet arrested or charged.
    - 2.1.6(a) An exception to this restriction may be when a wanted notice has been issued based on probable cause.
  - 2.1.7 The credibility of prospective witnesses.
  - 2.1.8 Matters that pose a danger or threat to the public, release of information is at the discretion of the Chief of Police or Police Commander at the scene of the incident.
  - 2.1.9 The identity and residence of domestic abuse victims.

## **3 RESPONSIBILITY FOR THE RELEASE OF INFORMATION**

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<sup>2</sup> Section 2.1 revised, ordinance and RSMo references updated, per Policy Change Order 17-012.

## **SOG 303.1**

### **Public Information**

Effective Date: 04/04/2017

- 3.1 Routine Daily Releases (RSMo.610.011)
  - 3.1.1 The Central Records Unit will be responsible for maintaining the "media basket" that is located at the front desk and the "media report" which is found on the Department's website.
  - 3.1.2 The "media basket" will contain daily summaries for the preceding 30 days. The "media report" will contain the daily summary for the previous 24-hour period.
  - 3.1.3 The "media basket" will be available to the media representatives and the public upon request. The Central Records Unit is responsible for uploading the "media report" to the Department's website on a daily basis.
- 3.2 Crime Scene (CALEA 54.1.3) <sup>3</sup>
  - 3.2.1 It is the responsibility of the crime scene supervisor or their designee to issue a statement and provide information to news media when appropriate.
  - 3.2.2 The crime scene supervisor will exercise their discretion in responding to "live" interview requests from the media at the scene.
  - 3.2.3 In prolonged crime scene investigations, such as a hostage situation, barricaded subject, or homicide investigation, an on scene commander, supervisor or Public Affairs Officer may provide a series of briefings or updates.
- 3.3 Press Conferences
  - 3.3.1 The Department's Public Affairs Officer, in concert with the appropriate Division Commander and the City's Public Information Office, will be responsible for coordinating all press conferences.
- 3.4 Employee Discipline - Disciplinary matters will be released only by the Chief of Police or their designee.

## **IV Attachments**

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3 Section 3.2 revised, 5<sup>th</sup> Edition removed from CALEA standard reference, per Policy Change Order 17-012.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>303.2</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services	<b>Chapter Title:</b> Records		
<b>Chief of Police:</b>			

## Forms / Brochure Management

### I Policy

The Springfield Police Department shall maintain a central location (master file) for forms and brochures used by the department. The Forms Development Coordinator is responsible for the management and development of all forms and brochures maintained in the Form Management System.

### II Definitions

**Brochure** – A document created for transmitting information.

**Control Number** - A unique number assigned to each form or brochure for identification.

**End User** - Person or persons who complete or distribute the form or brochure on a regular basis.

**Form** - A document, usually with blank spaces, for collecting and transmitting information.

**Forms Development Coordinator** - Person responsible for the creation and maintenance of departmental forms and brochures maintained in the Form Management System ensuring consistency, uniformity and adherence to standards.

**Form Management System** - A collection of forms and brochures created by the Forms Development Coordinator for department use that are not available via the Records Management System.

## **SOG 303.2**

### **Forms / Brochure Management**

Effective Date: 05/31/2014

**Form Owner** - Person requesting form or brochure creation or the person designated to review the form or brochure.

**RMS Forms** - A collection of forms accessed via the Records Management System created and maintained by the RMS Coordinator.<sup>1</sup>

## **III Procedure**

### **1 NEW FORMS OR BROCHURES**

- 1.1 When a new form or brochure is required, the Form Owner shall complete a Form Management Request SPD Form # 03-AD-0480, attach a rough outline of the new form or brochure and forward it to the Forms Development Coordinator through the Chain of Command.
  - 1.1.1 It is the responsibility of the Form Owner to make sure the new form or brochure is in compliance with departmental policy.
- 1.2 The Forms Development Coordinator will determine the software to be used in creating the form or brochure, complete a draft of the new document and send it to the Form Owner for approval.
  - 1.2.1 If the draft meets the Form Owners approval they will obtain final approval through the Chain of Command, as necessary.
  - 1.2.2 When the draft has been approved, the Forms Development Coordinator will issue a control number identifying the year, owner (SP- Support Services, AD-Administration, OP-Operations and IN-Investigations), and number of the form or brochure.
  - 1.2.3 The Forms Development Coordinator will notify the department that a new form or brochure has been created and is available for use.

### **2 REVIEWS**

- 2.1 All forms and brochures maintained in the Form Management System shall be reviewed every 12 months.
- 2.2 The Forms Development Coordinator will determine by the last review or revision date which forms or brochures are due for review and send them to the appropriate Bureau Commander.
- 2.3 The Bureau Commander will distribute the forms or brochures to the appropriate Form Owner for review.
- 2.4 The Form Owner will verify that all the information is correct as indicated on the Form Review Sheet, SPD Form # 95-AD-0208, and will indicate whether the form or brochure requires revision, deletion, or no changes. The Form Owner

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<sup>1</sup> RMS Forms definition, changed RMS Manager to RMS Coordinator, per Policy Change Order 14-035, Effective Date 05/31/2014.

## **SOG 303.2**

### **Forms / Brochure Management**

Effective Date: 05/31/2014

will then sign and date the Form Review Sheet and return it to the Forms Development Coordinator.

## **3 REVISIONS**

- 3.1 When a form or brochure maintained in the Form Management System needs revising, the Form Owner shall complete a Form Management Request, SPD Form # 03-AD-0480, attach a copy of the form or brochure to be revised indicating the necessary revisions and submit it to the Forms Development Coordinator through the Chain of Command.
  - 3.1.1 The Forms Development Coordinator will complete a draft of the revised form or brochure and send it to the Form Owner for approval.
  - 3.1.2 If the draft meets the Form Owners approval they will obtain final approval through the Chain of Command, as necessary.
  - 3.1.3 The Forms Development Coordinator will notify the department that the form or brochure has been revised and is available for use.
- 3.2 Forms or brochures found to have grammatical or typographical errors may be corrected by the Forms Development Coordinator.
  - 3.2.1 The corrections cannot change the content or meaning of the form or brochure.
  - 3.2.2 The completion of a Form Management Request, SPD Form # 03-AD-0480, will not be needed to make these corrections, but the change shall be noted in the file.
  - 3.2.3 The Forms Development Coordinator will notify the department that the form or brochure has been revised and is available for use, as necessary.

## **4 DELETING FORMS OR BROCHURES**

- 4.1 When the department no longer uses a form or a brochure maintained in the Form Management System, the Form Owner shall complete a Form Management Request, SPD Form # 03-AD-0480, attach a copy of the form or brochure to be deleted and submit it to the Forms Development Coordinator through the Chain of Command.
- 4.2 The Forms Development Coordinator will delete the form or brochure and notify the department of the deletion.
- 4.3 All deleted forms and brochures shall be archived for possible later reference.

## **5 SUPPLY OF PRE-PRINTED FORMS**

- 5.1 The Fleet and Equipment Unit is responsible for printing, ordering and distributing all forms and brochures used by the department.<sup>2</sup>

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<sup>2</sup> Section 5.1 changed Technical Services to Fleet and Equipment Unit, per Policy Change Order 14-035, Effective Date 05/31/2014.

## **SOG 303.2**

### **Forms / Brochure Management**

Effective Date: 05/31/2014

#### **6 MASTER FILE**

- 6.1 The Forms Development Coordinator is responsible for maintaining a master file of all SPD forms and brochures maintained in the Form Management System.
- 6.2 The Fleet and Equipment Unit is responsible for maintaining a master file of all other City, State, and Federal forms and brochures used by the department.<sup>3</sup>

#### **7 RMS FORMS**

- 7.1 The RMS Coordinator is responsible for the creation, maintenance, and master file of all forms maintained in the Records Management System.<sup>4</sup>
  - 7.1.1 Contact the RMS Coordinator for instructions on how to request new RMS Forms or revisions to current RMS Forms.<sup>5</sup>
- 7.2 Forms maintained in the Form Management System can be transferred to the Records Management System by completing a Form Management Request, SPD Form # 03-AD-0480, see Section 3, Revisions.
  - 7.2.1 The Forms Development Coordinator will record the information in the Form Management System, revise the control number by adding “-NICHE” after the form number, and forward a copy of the file to the RMS Coordinator, or designee.<sup>6</sup>

## **IV Attachments**

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3 Section 6.2 changed Technical Services to Fleet and Equipment Unit, per Policy Change Order 14-035, Effective Date 05/31/2014.

4 Section 7.1 changed RMS Manager to RMS Coordinator, per Policy Change Order 14-035, Effective Date 05/31/2014.

5 Section 7.1.1 changed RMS Manager to RMS Coordinator, per Policy Change Order 14-035, Effective Date 05/31/2014.

6 Section 7.2.1 changed RMS Manager to RMS Coordinator, per Policy Change Order 14-035, Effective Date 05/31/2014.



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>303.3</b>
<b>Accreditation Index:</b> 74.1.1, 82.1.1, 82.1.2, 82.1.6, 82.2.3, 82.3.4			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Records	
<b>Chief of Police:</b>			

## Records

### I Policy

It is the policy of the Springfield Police Department to establish procedures for the maintenance, security, and dissemination of all records.

### II Definitions

**Police Headquarters:** Central Repository for police records.

**RMS:** Records Management System.

**SDS:** South District Station.

### III Procedure

#### 1 SECURITY (CALEA 82.1.1(a) and 82.1.1(b))<sup>1</sup>

- 1.1 All personnel at Police Headquarters shall utilize the service counter to conduct business. Only records personnel, lieutenants, captains, majors, chief, or personnel authorized by the Records Supervisors shall be allowed access to the area housing police records.
- 1.2 Only authorized department personnel shall make entries into the computerized Central Records files.
- 1.3 Central Records services are available to department personnel 24 hours a day, seven days a week at Police Headquarters.

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1 <sup>5<sup>th</sup></sup> Edition removed from all CALEA standard references throughout the entire policy, per PCO 17-013.

## **SOG 303.3**

### **Records**

Effective Date: 04/04/2017

- 1.4 Access to various police department computer systems is obtained by the employee's supervisor making request to Information Systems Division, Communications Department or responsible agency for employee accounts as set out in SOG 308.1 – Information Systems. Criminal History information from MULES/NCIC will be fulfilled per guidelines set forth by the MSHP and NCIC.<sup>2</sup> (CALEA 82.1.6(c))
  - 1.5 Procedure for records security and release will be included in training provided by the employee's supervisor. (CALEA 82.1.6(c))
  - 1.6 Files relevant to employee assignment that need revision or deletion as set out in SOG 308.1 – Information Systems shall be reviewed by the employee's supervisor.<sup>3</sup> (CALEA 82.1.6(d))
  - 1.7 Police Services Administrator will conduct an annual audit of the Central Records computer system to verify all personnel who have access via passwords to the system. (CALEA 82.1.6 (d))
- 2 NUMBERING SYSTEM (CALEA 82.2.3)
- 2.1 All calls for service (citizen reports of crime, citizen complaints, etc.) and officer initiated calls shall be issued a computer generated event control number at the time the incident is reported. A computer generated case number is obtained after the event number is initiated if a report is written. Each year on January 1st at 0001 hours, the computer numbering system will begin with the current year and start with number one (96-000001). Each number thereafter shall be consecutive and shall be separate and distinct for each incident.
  - 2.2 Records personnel are responsible for ensuring that all case control numbers issued are properly recorded in the Records system. This is completed via an interface between the CAD and RMS computer systems.
    - 2.2.1 All reports with a disposition of RPT are automatically tasked to the officer by the RMS system for a report to be written. Supervisors are responsible for ensuring all employees complete their reports in a timely manner.
- 3 COLLECTION, DISTRIBUTION, AND STORAGE OF RECORDS
- 3.1 All handwritten reports and RMS report attachments will be placed in the "IN" basket in the copy room.
  - 3.2 Reports are copied and distributed within the Department and to various outside agencies per Records written instructions.
  - 3.3 Records personnel will make appropriate computer entries of reports in the crash files.

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2 Section 1.4 revised, punctuation change for consistency, per Policy Change Order 17-013.

3 Section 1.6 revised, punctuation change for consistency, per Policy Change Order 17-013.

Effective Date: 04/04/2017

- 3.6.2 Crime by location files will be maintained by the Crime Analysis Unit.
- 3.6.3 Calls for Service by location files will be maintained by Research and Development.
- 3.6.4 Drug contact files will be maintained by the Narcotics Enforcement Team.

## **SOG 303.3**

### **Records**

Effective Date: 04/04/2017

- 3.6.7 Missouri Uniform Summons and Complaint books are maintained by the Uniform Operations Bureau Administrative Office. (CALEA 82.3.4(a) and 82.3.4(c))
  - 3.6.7(a) Officers are issued a summons book by recording the beginning and ending numbers of the summonses and then signing a log in book. These summonses are kept in a locked file cabinet in the Uniform Operations Bureau administrative offices and will be issued to the officer by either the UOB Office Administrator, UOB Administrative Assistant, or the officer's immediate supervisor.
    - 3.6.7(a.1) The UOB Office Administrator and the UOB Administrative Assistant will maintain a key to the locked file cabinet. In their absence, the officer's immediate supervisor can access the file cabinet by checking out a key from the Records Department.
    - 3.6.7(a.2) The UOB Office Administrator will ensure that a database is kept with information regarding the issuance of summons books. This database will be accessible to supervisors and will contain the following information. (CALEA 82.3.4(b))
      - 3.6.7(a.2.1) Date of issuance;
      - 3.6.7(a.2.2) Officer's name;
      - 3.6.7(a.2.3) Officer's DSN;
      - 3.6.7(a.2.4) Log Book Number;
      - 3.6.7(a.2.5) Beginning and ending summons numbers.
  - 3.6.7(b) The "police" copy of the summons is filed in a monthly file by date located in Records Section.
  - 3.6.7(c) Voided summonses are turned into Records for retention. A listing of those summonses is maintained electronically by the Records Section through entry into the Law Enforcement Traffic System (LETS) or the RMS.
  - 3.6.7(d) Completed originals of summonses are forwarded by Records Section to the appropriate court.
  - 3.6.7(e) Supervisors shall conduct an annual audit of all

## **SOG 303.3**

### **Records**

Effective Date: 04/04/2017

summonses issued to those officers under their supervision and will provide documentation on an Annual Summons Audit / MVS Review form, (SPD Form # 13-AD-0635).<sup>4</sup>

3.6.7(e.1) The audit will take place in conjunction with an officer's annual performance evaluation or when an officer leaves the department. The audit will involve all summonses issued during the twelve month period and will account for all summonses:

3.6.7(e.1.1) Issued to violators and sent to the courts as recorded in our RMS and;

3.6.7(e.1.2) Voided by officers and submitted to Records.

3.6.7(e.2) If the audit shows that any summonses are unaccounted for, the supervisor will instruct the officer to submit an IDC explaining the discrepancy. The IDC will be attached to the supervisor's documentation.

3.6.7(e.3) Completed Summons Audits shall be reviewed by the Section Commander and forwarded to the Uniform Operations Bureau Administrative Office.

## **4 DISSEMINATION OF RECORDS (CALEA 82.1.1(c))**

4.1 Central Records personnel at Police Headquarters will be responsible for processing requests for copies of police reports.

4.1.1 Dissemination will be made according to applicable state law and city ordinance.

4.1.2 The appropriate fee will be collected for the sale or reports with the money transferred to City of Springfield Finance Department as per SOG 104.2 – Fiscal Management.<sup>5</sup>

4.2 Central Records personnel will be responsible for processing request for file checks on individuals.

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4 Section 3.6.7(e) revised, form name updated, per Policy Change Order 17-013.

5 Section 4.1.2 revised, SOG reference updated, per Policy Change Order 17-013.

## **SOG 303.3**

### **Records**

Effective Date: 04/04/2017

- 4.2.1 Conviction information is considered an open record and will be available to the public.
- 4.2.2 Non-conviction information is a closed record and is not available to the public.
- 4.2.3 The appropriate fee will be collected for file checks with the money transferred to City of Springfield Finance Department as per SOG 104.2 – Fiscal Management.<sup>6</sup>

## **5 JUVENILE RECORDS**

Collection, dissemination and retention of fingerprints, photographs, and other juvenile record entries.

- 5.1 Collection - Reports are marked juvenile by the completing officer in the Records Management System and juvenile information automatically made confidential within the system. No juvenile reports, except those in 5.1.2 and 5.1.3, are included in Yearly Incident File. (CALEA 82.1.2(a))
  - 5.1.1 Juvenile victims are not subject to separation and reports are filed in the Yearly Incident File.
  - 5.1.2 Juveniles arrested or issued a summons for traffic charges and/or possession or use of any tobacco product are considered adults and are filed in the Yearly Incident File.
  - 5.1.3 Juveniles can be certified as adults on any charge through a court of record and are filed in the Yearly Incident File.
- 5.2 Dissemination of Juvenile Reports (CALEA 82.1.1(c))
  - 5.2.1 Reports are copied and distributed according to distribution instructions.
  - 5.2.2 Juvenile reports are made available to law enforcement via the Records Management System and juvenile information kept confidential from the public.
- 5.3 Retention of fingerprints and photographs (CALEA 82.1.2(b))
  - 5.3.1 The arresting officer is responsible for fingerprinting and digitally photographing any juvenile in custody for a crime that, if committed by an adult, would be a felony by statute.
  - 5.3.2 Completed fingerprint cards are forwarded to the Technical Assistance Unit for processing.
    - 5.3.2(a) The Technical Assistance Unit shall forward the completed fingerprint card to the Missouri State Highway Patrol.

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<sup>6</sup> Section 4.2.3 revised, SOG reference updated, per Policy Change Order 17-013.

## **SOG 303.3**

### **Records**

Effective Date: 04/04/2017

- 5.3.2(b) Both carbon copies of the fingerprint card information will be released to the Greene County Juvenile Office by the arresting officer.
    - 5.3.3 The digital media card will be turned in to the Police Services Administrator and the digital image shall be uploaded and electronically stored in the juvenile mug shot database. The digital media card will be erased and returned to the submitting officer for use.
  - 5.4 Disposition of Juvenile Records
    - 5.4.1 Upon reaching adult age all records of juveniles shall continue to be stored separately as juvenile records unless an expungement of the record is received from the court. (CALEA 82.1.2(d))
    - 5.4.2 When ordered by the court, the Records Section shall destroy all social histories, records, and information of a juvenile at any time after the child has reached his seventeenth birthday, if the court finds that such action is in the best interests of the child. (RSMo. 211.321.5). (CALEA 82.1.2(e))
- 6 UNIFORM CRIME REPORTING
- 6.1 Central Records shall compile monthly Uniform Crime Reporting data and submit this information to the Federal Bureau of Investigations and the Missouri State Highway Patrol Criminal Records.
    - 6.1.1 Data is gathered by reviewing, classifying, and coding offense and arrest reports according to Uniform Crime Reporting guidelines.
- 7 WARRANTS
- 7.1 Springfield Municipal warrants are received from the Municipal Court.
    - 7.1.1 A Police Service Representative (PSR) will be responsible for transporting hard copies of the warrants from Court to the Police Department. (CALEA 74.1.1(d))
    - 7.1.2 Records personnel will stamp the warrants with date and time received and file them in the 30-day tickler file in MULES. (CALEA 74.1.1(a))
    - 7.1.3 Records personnel shall enter all Springfield Municipal warrants into MULES/NCIC. All entered warrants will be verified by name, date of birth, and social security number. (CALEA 74.1.1)
    - 7.1.4 Springfield Municipal warrants are received by the RMS system via an electronic interface between Municipal Court and the RMS system.
    - 7.1.5 Active warrants are available to all personnel and viewable in the RMS system. A warrant is indicated by a warrant flag on a person in RMS.
    - 7.1.6 When an active Municipal warrant is served, officers will contact the MULES operator in Records to obtain the warrant details.

### **SOG 303.3**

#### **Records**

Effective Date: 04/04/2017

- 7.1.6(a) The MULES operator will verify the information by name, date of birth and social security number.
  - 7.1.6(b) If requested by the officer, the MULES operator will confirm the warrant through the Municipal Court database and by locating a physical copy of the warrant.
  - 7.1.6(c) The original warrant is forwarded to Municipal Court by the Central Records Section.
    - 7.1.6(c.1) The arresting officer will take the warrant to court if the individual is not booked.
  - 7.1.6(d) If the person is booked into the Greene County Criminal Justice Center Jail, the MULES operator is responsible for forwarding the warrant, with the appropriate return information, to the Municipal Court.
    - 7.1.6(d.1) Records staff is responsible for transporting it back to Municipal Court.
    - 7.1.6(d.2) Central Records will fax a copy of the warrant to the Greene County Criminal Justice Center Jail.
  - 7.1.6(e) The MULES operator will complete the lower portion of the warrant labeled Officer's Return.
  - 7.1.6(f) The MULES operator is responsible for canceling the warrant in MULES.
  - 7.1.6(g) Records personnel are responsible for canceling the MULES entry when notified that Municipal Court has recalled the warrant.
    - 7.1.6(g.1) The original warrant shall be marked "re-called" and dated. It is then returned to Municipal Court.
- 7.2 All other warrants will be entered into MULES/NCIC by the issuing agency. Warrants received by phone or mail will not be accepted if they have not first been entered into MULES by the issuing agency.
  - 7.2.1 All State offense (felony and misdemeanor) warrants are initiated by the Greene County Prosecutor's Office and MULES/NCIC entry is made by the Greene County Sheriff's Office.
    - 7.2.1(a) When an active warrant is served, officers will contact the MULES operator in Records to obtain the warrant details.
      - 7.2.1(a.1) The MULES operator will verify the information by name, date of birth, and social security number.



## **SOG 303.3**

### **Records**

Effective Date: 04/04/2017

- 7.2.1(a.2) If requested by the officer, the MULES operator will confirm the warrant through the originating agency.
  - 7.2.1(a.3) Central Records will fax a copy of the warrant and confirmation to the Greene County Criminal Justice Center Jail.
  - 7.2.1(a.4) The MULES operator is responsible for canceling the warrant in MULES.
- 7.2.2 Copies of warrants received from other jurisdictions are distributed to the meeting board for both Headquarters and the South District Station.
  - 7.2.2(a) Records personnel are responsible for purging warrant copies from the meeting board when warrants are served or recalled from the originating jurisdiction.
  - 7.2.2(b) A copy of a warrant received from another jurisdiction is not valid for arrest.

## **8 PROBABLE CAUSE ITEMS**

- 8.1 Probable cause items are issued by the investigating officer or CID investigator assigned to the case investigation.
  - 8.1.1 The original of a probable cause item shall be maintained in the Records Management System. All probable cause items are available to all employees in the RMS system and are indicated by a flag on the person record. Probable cause items are available to Emergency Communications via an interface between the RMS system and the Communications Open Query application.
  - 8.1.2 Records personnel or officers cancel the probable cause item when the subject is arrested or when notified the item is no longer active.
  - 8.1.3 Cancellation is completed by updating the original item in RMS.

## **9 TRAFFIC RECORDS SYSTEM**

- 9.1 Traffic Crash Data
  - 9.1.1 Records Section maintains computerized motor vehicle crash data including driver information, location, and report numbers available to citizens and insurance representatives.
  - 9.1.2 Original reports are maintained by Central Records Section for all reported vehicular crashes and summonses issued.
  - 9.1.3 Computerized crash location data is maintained by the Traffic Engineer's Office, Springfield Public Works. This data is shared with the Traffic Section, Springfield Police Department.

## **SOG 303.3**

### **Records**

Effective Date: 04/04/2017

#### **9.2 Traffic Enforcement Data**

9.2.1 All traffic violation summonses are maintained by computer in the Records Section. Information includes type of charge, issuing officer, violator information, and location of violation. Traffic arrest information is also maintained.

9.2.1(a) Arrest information for all intoxicated-related traffic offenses will be forwarded to the central repository of the Missouri State Highway Patrol as required by RSMo 43.544.<sup>7</sup>

9.2.2 Springfield Municipal Court maintains computerized data on court disposition of all traffic violation summonses issued by SPD personnel and cited into Municipal Court. The Traffic Division of the Greene County Circuit Court maintains a similar file for SPD charges filed into State Court. Data is available to SPD personnel for analysis.

#### **9.3 Roadway Hazard Reporting**

9.3.1 Roadway hazard conditions are immediately communicated to Emergency Communications Dispatch for immediate referral and action by the appropriate agency (Street Department of Springfield Public Works, or Missouri State Highway Department).

9.3.2 Trafficway engineering problems are identified by crash investigation data located in the Traffic Engineer's Office and shared with SPD Traffic Section staff.

#### **9.4 Traffic Crash/Enforcement Analysis**

9.4.1 The computer system shared by the Traffic Section and Traffic Engineer's Office allows statistical reporting, including traffic crash/enforcement analysis by location and time frame as well as identification of high frequency accident locations within the City.

9.4.2 Analytical data is used to develop enforcement strategies and assist in traffic grant reporting.

## **IV Attachments**

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<sup>7</sup> Section 9.2.1(a) revised, RSMo reference updated, per Policy Change Order 17-013.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>304.1</b>
<b>Accreditation Index:</b> 41.2.1, 41.3.2, 70.1.2, 81.2.4			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Facilities and Equipment	
<b>Chief of Police:</b>			

## Police Vehicle Operation

### I Policy

All department vehicles shall be operated in accordance with state statutes, city ordinances, city policies, and procedures herein. All personnel shall exercise due regard for the safety of all persons at all times.

### II Definitions

### III Procedure

#### 1 VEHICLE DISCREPANCIES (CALEA 41.3.2) <sup>1</sup>

- 1.1 Prior to operation, each vehicle and related equipment shall be inspected for proper operation, maintenance and damage.
- 1.2 Previously unreported discrepancies, including unauthorized articles and trash, or damage will be reported to the supervisor and documented on the Daily Vehicle Maintenance and Equipment Inspection form (SPD Form # 02-OP-0466). <sup>2</sup>
- 1.3 At the beginning of every shift, the officer assigned to the vehicle shall ensure it contains the necessary equipment. Officers shall complete the Daily Vehicle Maintenance and Equipment Inspection form to document the inspection and to allow reporting of any vehicle or equipment discrepancies. At the end of the shift, officers will inspect their vehicle and note the results of the post-shift inspection in

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<sup>1</sup> 5<sup>th</sup> Edition removed from all CALEA standard references throughout the entire policy, per PCO 17-027.

<sup>2</sup> Section 1.2 revised, punctuation change for consistency, per Policy Change Order 17-027.

## **SOG 304.1**

### **Police Vehicle Operation**

Effective Date: 04/04/2017

the appropriate area of the form. These reports will be forwarded to the Quartermaster's office.<sup>3</sup> (CALEA 70.1.2)

#### **1.3.1 Beat and Relief Vehicles**

1.3.1(a) Will contain 10 flares, fire extinguisher, 2 pair rubber/latex gloves, 1 packaged anti-bacterial wipes, ambu bag, blanket, first aid kit, bio-hazard kit, 2 boxes "00" shotgun shells, evidence kit, 5 traffic cones, rope, tool kit (beat cars only), tape measure.

#### **1.3.2 MCI Vehicles**

1.3.2(a) Will contain all the equipment that beat cars carry plus the following: tri-pod, measure wheel, crime scene tape, pry bar, lock cutters, evidence box, biohazard suit, controlled tire deflation device.

1.3.3 In cases of missing equipment, officers shall replace the needed equipment.

1.3.3(a) Needed supplies and equipment are located in the patrol supply cabinet.

1.4 The Quartermaster's Office shall maintain files for reported damage and discrepancies for vehicles.

1.5 When discrepancies are noted, personnel will immediately notify their supervisor.

1.6 If discrepancies arise during vehicle operation, efforts should be made to correct the problem as soon as possible.

1.6.1 No report is necessary if the discrepancy is corrected.

1.6.2 Uncorrected minor discrepancies, not affecting the safe operation of the vehicle, shall be called to the attention of the supervisor.

1.6.3 Discrepancies or damage that makes the vehicle unsafe to operate should be reported to the supervisor, documented on the Daily Vehicle Maintenance and Equipment Inspection form, and the vehicle placed out of service.<sup>4</sup>

## **2 SAFETY RESTRAINTS (Seat Belts)**

2.1 All operators and passengers in city-owned vehicles shall use provided safety restraints at all times when the vehicle is in operation.

## **3 DISTRACTED DRIVING<sup>5</sup>**

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<sup>3</sup> Section 1.3 revised, form number removed, per Policy Change Order 17-027.

<sup>4</sup> Section 1.6.3 revised, form number removed, per Policy Change Order 17-027.

<sup>5</sup> Section 3 added (all subsequent sections renumbered accordingly), per Policy Change Order 17-027.

## **SOG 304.1**

### **Police Vehicle Operation**

Effective Date: 04/04/2017

- 3.1 When operating a department vehicle, employees shall make every effort to focus on driving safely. Unnecessary distractions should be minimized to the greatest practical extent.
  - 3.1.1 Extreme care should be taken when operating essential, in-car equipment (police radio, mobile data terminal, emergency lights/siren, etc.) while driving.
  - 3.1.2 Under normal conditions, mobile communication devices (cellular telephones, smart phones, tablets, and other similar devices) should only be used by the driver when their vehicle is stationary. The use of mobile communication devices while driving is discouraged and shall be restricted to emergency situations or circumstances in which other means of communication are not possible or practical (e.g. radio/MDT out of range, sensitive information not suitable for radio broadcast, tactical reasons, etc.).
- 4 RESPONSE TO CALLS FOR SERVICE (CALEA 41.2.1)
  - 4.1 CODE 1 - Routine patrol and non-emergency responses to calls for service shall be conducted in accordance with all state statutes and city ordinances with the following additions and exceptions:
    - 4.1.1 Personnel will use emergency lights and/or flashing hazard lights when parking in violation of traffic regulations to protect crash or crime scenes or when lawful parking spaces are not available for conducting police business.
    - 4.1.2 Personnel shall not leave their vehicle running while on calls for service or when the vehicle is unattended.
      - 4.1.2(a) Exception: K-9 vehicles. For climate control when necessary to leave an animal in the vehicle.
    - 4.1.3 If it is necessary to disregard traffic laws in order to stop violators or suspicious vehicles, emergency driving rules apply (CODE 3).
    - 4.1.4 When backing vehicles, personnel will make certain there are no pedestrians or obstructions at the rear or side of the vehicle.
    - 4.1.5 Absent an emergency, personnel will not drive a police vehicle into or through areas which are inadequately improved to reasonably allow damage free vehicle operation.
  - 4.2 CODE 3 - Emergency situation where conditions exist or are reasonably believed to exist which have resulted or might reasonably result in serious injury, death, or which might have a disastrous effect on the community.
    - 4.2.1 **Both the siren and emergency lights must be activated when responding Code 3 (RSMo 304.022)**

## **SOG 304.1**

### **Police Vehicle Operation**

Effective Date: 04/04/2017

- 4.2.2 Code 3 response shall be the decision of the responding employee, a field supervisor, or commanding officer.
- 4.2.3 The responding officer shall notify Communications when responding Code 3. (CALEA 81.2.4)
- 4.2.4 Code 3 responses shall be cancelled when it becomes apparent that such a response is no longer necessary or that such response may create an unreasonable risk.
- 4.2.5 When responding Code 3, personnel may disregard certain traffic regulations, however, employees are not protected against the consequences of a **reckless disregard** for the safety of others. During Code 3 operation, an employee may:
  - 4.2.5(a) Proceed past a red stop signal or stop sign, but only after slowing down or stopping as may be necessary for safe operation.
  - 4.2.5(b) Exceed the posted speed limit so long as he does not endanger life or property.
  - 4.2.5(c) Disregard regulations governing directions of movement or turning in specific directions.
- 4.2.6 Officers shall not drive into opposing lanes of traffic without using the highest degree of care.

## **5 USE OF EMERGENCY EQUIPMENT (CALEA 41.2.1)**

- 5.1 During the course of their duties, officers will need to utilize emergency lights to alert the public of hazardous trafficway conditions created by legitimate law enforcement operations. Examples include:
  - 5.1.1 Routine traffic law enforcement;
    - 5.1.1(a) Use of emergency lights to follow and alert traffic law violators of the need to stop.
    - 5.1.1(b) If lights fail to alert the driver, officers may utilize the siren.
    - 5.1.1(c) When it becomes apparent that the driver is refusing to stop, officers will evaluate the pursuit option as authorized by SOG 304.2 – Pursuit Vehicle Operation.<sup>6</sup>
    - 5.1.1(d) Officers will conduct enforcement operations so as to reduce, as much as possible, the negative impact on traffic flow.
  - 5.1.2 Vehicle crash scene protection;

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<sup>6</sup> Section 5.1.1(c) revised, punctuation change for consistency, per Policy Change Order 17-027.

## **SOG 304.1**

### **Police Vehicle Operation**

Effective Date: 04/04/2017

- 5.1.3 Roadway obstructions or hazardous conditions;
- 5.1.4 Parade routes;
- 5.1.5 Other traffic diversion priorities;
- 5.2 Full emergency light systems are preferred for use on the roadway.
- 5.3 Emergency flasher light systems may be used on parking lots, off the roadway locations or in circumstances where they are more effective than rotators.
- 5.4 Officers shall utilize parking lights to illuminate cars parked on the shoulder of the roadway during a call for service located on a dark street, unless specific knowledge of a threat to officer safety exists.
- 5.5 Sirens may be used only in conjunction with emergency lighting systems that comply with RSMo 304.022. Officers shall utilize the "Wail" cycle for most emergency clearance. The "Yelp", "Hi-Lo", or "Horn" functions shall be used to clear intersections, move through congested conditions more effectively, or to alert a motorist who has failed to respond to the wail siren cycle.
- 5.6 Officers are expected to activate sirens only for legitimate public safety purposes and to test their functionality. Inappropriate activation is prohibited.

## **6 LOANING OF POLICE VEHICLES**

- 6.1 Sometimes in the course of conducting City business it may be appropriate, and even to our advantage to loan City owned vehicles. Loans shall always be in the course of City business and closely supervised. Some circumstances where it may be appropriate to loan vehicles are listed:
  - 6.1.1 Undercover investigations where the loan or temporary trade will bolster officer safety or case integrity.
  - 6.1.2 Loan to officers outside this department to conduct short-term undercover transactions.
  - 6.1.3 To persons outside Springfield whose task or investigation has led to our city and where there is benefit to Springfield.
  - 6.1.4 Consultants, Cadets, volunteers, and temporary employees
- 6.2 Requirements for loaning a police vehicle require all of the following as prerequisites:
  - 6.2.1 Vehicle must be used in the course of business
  - 6.2.2 Verification of a valid operator's license
  - 6.2.3 Supervisory approval
- 6.3 Supervisors should consider the overall need before authorizing the loan. The following partial list of restrictions should assist the supervisor when making decisions about loans:
  - 6.3.1 Use is to be limited and not extended or on-going.

## **SOG 304.1**

### **Police Vehicle Operation**

Effective Date: 04/04/2017

- 6.3.2 Mileage outside the city should be very limited.
- 6.3.3 Pursuits are prohibited.
- 6.3.4 Exception: This section does not preclude emergency situations or officer's judgment calls not addressed in the text of this guideline.

## **IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 03/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>304.2</b>
<b>Accreditation Index:</b> 41.2.2, 41.2.3, 81.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Facilities and Equipment	
<b>Chief of Police:</b>			

## Pursuit Vehicle Operation

### I Policy

All pursuit operations shall be conducted in accordance with existing statutes, city ordinances, and regulations set forth in this procedure. The safety of the public will be a primary concern. Supervisors may authorize pursuits in exceptional circumstances, which do not otherwise conform to policy.

### II Definitions

**Emergency Vehicle** – A vehicle that sounds an audible siren as may be reasonably necessary and equipped with at least one lighted lamp displaying a red light or blue light visible under normal atmospheric conditions from a distance of five hundred feet to the front of such vehicle. (RSMo. 304.022.4(3))

**Imminent Danger** – A situation which places the officer or others in immediate danger of death or serious bodily injury.

**Marked Police Vehicle** – Any department vehicle that is equipped with siren, roof mounted emergency lights and is clearly marked as a police vehicle.

**Vehicle Pursuit** – An attempt by the police to apprehend a suspect operating a motor vehicle, motorized bicycle/tricycle (i.e. scooters), or similar vehicles, while the suspect is trying to avoid capture or failing to yield to the officer's signal to stop by actively attempting to elude the officer.

**Violent Felony** – A felony where the potential for serious bodily injury or death to the victim was demonstrated by the suspect(s) during the commission of the crime.

## **SOG 304.2**

### **Pursuit Vehicle Operation**

Effective Date: 10/06/2015

## **III Procedure**

### **1 INITIATION OF A PURSUIT**

- 1.1 Officers may initiate a pursuit when they have a reasonable belief the fleeing suspect has committed or attempted to commit a violent felony.
  - 1.1.1 A pursuit may also be initiated on a DWI where the driver is presenting an imminent danger to the officer or others.
    - 1.1.1(a) The probable cause for the initiation of the pursuit of a DWI must be specific to the charge.
      - 1.1.1(a.1) Example: Violating a stop sign or speeding will not be sufficient in itself to warrant the pursuit.
- 1.2 The decision to initiate a pursuit must be based on the pursuing officer's conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large. (CALEA 41.2.2(a)-5<sup>th</sup> Edition)
- 1.3 Existing circumstances and conditions shall be considered when deciding whether to initiate, continue, or abandon the pursuit. The following are examples of those factors which should be considered: (CALEA 41.2.2(a)-5<sup>th</sup> Edition)
  - 1.3.1 Lack of backup
  - 1.3.2 Known suspect(s)
  - 1.3.3 Juveniles involved
  - 1.3.4 Loss of reliable radio communications
  - 1.3.5 Non-sworn persons present in a pursuing vehicle
  - 1.3.6 Adverse weather conditions
  - 1.3.7 Adverse road conditions
  - 1.3.8 Unfamiliar with the area
  - 1.3.9 Heavy vehicle or pedestrian traffic
- 1.4 Information developed or discovered after the pursuit cannot be used to justify the pursuit itself.

### **2 CONTINUATION OF A PURSUIT**

- 2.1 While acknowledging that any pursuit has certain inherent dangers, the decision to continue a pursuit must be continually evaluated by the officers involved, the supervisor, and the commander.
  - 2.1.1 Example: A pursuit where the suspect ignores solid red signals, or takes other steps demonstrating a total disregard for their safety and

Pursuit Vehicle Operation  
Effective Date: 10/06/2015

3      TERMINATION OF A PURSUIT (CALEA 41.2.2-5<sup>th</sup> Edition)

3.1.1 When the pursuing officer or supervisors determine the pursuit does not meet the criteria in Section 1, Initiation of a Pursuit.

3.1.2(a) The decision not to pursue or to abandon a pursuit may be the most intelligent course of action.

3.1.3 When ordered to do so by a supervisor or commanding officer.

4.1 Any police vehicle equipped with emergency lights and siren may be used to initiate a pursuit.

4.2 Units transporting prisoners shall not initiate or engage in pursuit activities.

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Pursuit Vehicle Operation  
Effective Date: 10/06/2015

Effective Date: 10/06/2015

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Pursuit Vehicle Operation  
Effective Date: 10/06/2015

Effective Date: 10/06/2015

5 of 12

## SOG 304.2

### Pursuit Vehicle Operation

Effective Date: 10/06/2015

- 6 PURSUIT PROCEDURES, DUTIES AND RESPONSIBILITIES (CALEA 81.2.4(a)-5<sup>th</sup> Edition)
- 6.1 Primary Unit (CALEA 41.2.2(b)-5<sup>th</sup> Edition)
- 6.1.1 Upon initiation of a pursuit, the primary unit will relay the following information to Communications:
- 6.1.1(a) Location, speed and direction of travel.
- 6.1.1(b) Information on suspect vehicle and occupants.
- 6.1.1(c) Reason for pursuit.
- 6.1.2 The primary unit will continuously update Communications when factors of the pursuit change.
- 6.1.2(a) This responsibility may be delegated to the secondary unit.
- 6.2 Secondary Unit (CALEA 41.2.2(c)-5<sup>th</sup> Edition)

## **SOG 304.2**

### **Pursuit Vehicle Operation**

Effective Date: 10/06/2015

- 6.2.1 The purpose of the secondary unit is to provide immediate backup protection to the primary unit and the ability to continue the pursuit in the event of loss of the primary unit as a result of a crash, mechanical failure, or other problems.
- 6.2.2 The secondary unit shall be a marked police vehicle unless such a vehicle is not available. (CALEA 41.2.2(d)-5<sup>th</sup> Edition)
  - 6.2.2(a) Secondary units must conform with the definition of an emergency vehicle as defined in Section II Definitions.
- 6.2.3 Secondary unit may assume radio communications responsibility, allowing the primary unit to devote full attention to driving.
- 6.3 Communications (CALEA 41.2.2(e)-5<sup>th</sup> Edition)
  - 6.3.1 Immediately upon notification of a pursuit in progress, Communications will:
    - 6.3.1(a) Clear the channel on which the primary unit is operating for pursuit traffic only.
      - 6.3.1(a.1) All other radio traffic, including other related emergency traffic, will be conducted on an alternative channel.
    - 6.3.1(b) Notify the primary unit's supervisor.
    - 6.3.1(c) Assign a new primary unit, if requested.
    - 6.3.1(d) Assign a secondary unit.
  - 6.3.2 During the pursuit, Communications will assume the following duties:
    - 6.3.2(a) Monitor all radio traffic and relay information to the units involved in the pursuit and the field supervisor until the pursuit is terminated.
    - 6.3.2(b) Perform relevant records and Department of Revenue (DOR) checks.
    - 6.3.2(c) Coordinate assistance under the direction of the field supervisor or commanding officer.
  - 6.3.3 Dispatchers and other Communications personnel do not have the authority to terminate a pursuit; however, they have the responsibility of relaying information of which they are aware that may affect any decision to terminate or continue a pursuit.
- 6.4 Field Supervisor (CALEA 41.2.2(f)-5<sup>th</sup> Edition)
  - 6.4.1 Immediately upon notification of the pursuit, the field supervisor will:
    - 6.4.1(a) Notify the field commander of the pursuit
    - 6.4.1(b) Insure that the radio channel is cleared for emergency traffic only.

## **SOG 304.2**

### **Pursuit Vehicle Operation**

Effective Date: 10/06/2015

- 6.4.1(c) Insure that no more than the required/necessary units are involved.
      - 6.4.1(d) Verify that only marked patrol units are in pursuit or that proper units are en route to take over the pursuit.
    - 6.4.2 The field supervisor will direct the pursuit, approve alternative tactics and maintain control until the pursuit is terminated.
    - 6.4.3 Upon termination of the pursuit, the field supervisor shall proceed to the termination point to provide necessary supervision. (CALEA 81.2.4(f)-5<sup>th</sup> Edition)
  - 6.5 Commanding Officer
    - 6.5.1 The on duty watch commander shall assume overall command of the pursuit.
- 7 PURSUITS INTO OTHER JURISDICTIONS (CALEA 41.2.2(h) and 81.2.4(a)-5<sup>th</sup> Edition)
- 7.1 Authority
    - 7.1.1 RSMo 544.157 and Section 66-31 of the City Code authorize Springfield Police Officers in fresh pursuit of a person who is reasonably believed by the officers to have committed a felony in this state or who has committed, or has attempted to commit, in the presence of such officer, any criminal offense or violation of state law or city ordinance, or for whom such officer holds a warrant of arrest for a criminal offense, to have the authority to arrest and hold in custody such person anywhere in this state.
      - 7.1.1(a) In all cases, the pursuit must be initiated within the Springfield City Limit.
    - 7.1.2 Upon apprehension, the officer may issue a summons and/or take the violator into custody.
      - 7.1.2(a) If the arrest is made pursuant to a warrant or if it is accompanied by a summons, the officer may return the suspect to Springfield to be booked.
      - 7.1.2(b) However, if the arrest is not pursuant to a warrant and may not be accompanied by a summons (i.e. P/C felony charge), the suspect must be taken before a judge in the county in which the arrest was made by booking the suspect into that county jail.
      - 7.1.2(c) In all cases, the officer is not required to return the suspect to Springfield.
      - 7.1.2(d) In cases where the local law enforcement authorities wish to take custody of the suspect for charges that



## **SOG 304.2**

### **Pursuit Vehicle Operation**

Effective Date: 10/06/2015

they may have, it would generally be appropriate to release the suspect into their custody rather than return the suspect to Springfield.

- 7.1.2(e) A pursuit beyond the city limit of Springfield will not relieve the pursuing officer, field supervisor or commanding officer of the responsibility of conducting, terminating or reporting a pursuit as set forth in this or any other SOG.

## **7.2 Procedures**

- 7.2.1 Upon leaving the city limit of Springfield, the primary unit shall notify the dispatcher.
- 7.2.2 Communications shall immediately notify the field supervisor the pursuit is proceeding outside the city and establish contact with law enforcement agencies that have jurisdiction in the area of the pursuit.
- 7.2.3 Pursuits that continue outside the city must be authorized by and may be terminated by the field supervisor or commanding officer.
- 7.2.4 Continued Pursuit
  - 7.2.4(a) Upon approval of the continued pursuit, the dispatcher shall immediately notify the primary unit and continue to relay information between all units and agencies involved in the pursuit.
  - 7.2.4(b) The field supervisor should request assistance from the assisting agency, if practical.
  - 7.2.4(c) The field supervisor will closely monitor the pursuit and coordinate operations with other law enforcement agencies through the dispatcher.
  - 7.2.4(d) As soon as practical, the primary unit will allow any assisting agency's unit to become the primary unit and will then become the secondary unit.
  - 7.2.4(e) If the assisting agency responds with a secondary unit, the Springfield primary unit and secondary units will proceed as directed by the field supervisor. (It is recommended that one Springfield unit continues to the point of termination unless otherwise requested by the assisting agency.)
  - 7.2.4(f) In the event of the capture of the suspect, the field supervisor will proceed to the termination point, if practical, and insure that Springfield units and any assisting agency receives information and additional assistance that may be needed.

## **SOG 304.2**

### **Pursuit Vehicle Operation**

Effective Date: 10/06/2015

- 8 PURSUITS INTO THIS JURISDICTION FROM ANOTHER JURISDICTION (CALEA 41.2.2(h) and 81.2.4(a)-5<sup>th</sup> Edition)
  - 8.1 Officers of this department may assist in the pursuit at the request of the originating agency.
  - 8.2 The field supervisor will immediately approve or deny assistance.
    - 8.2.1 If approved, insure that an approved pursuit is conducted using the guidelines established in the department's pursuit procedures insofar as practicable.
      - 8.2.1(a) At a minimum, the deployment of Controlled Tire Deflating Systems may be authorized to assist outside agencies even if the pursuit does not meet department guidelines for active participation.
  - 8.3 The dispatcher will assign Springfield units as directed by the field supervisor or commanding officer.
  - 8.4 Communications will maintain contact with the agency initiating the pursuit and will relay information between both agencies.
  - 8.5 Officers may continue to assist the originating agency if the pursuit again moves outside the city; subject to provisions of Section 6 Pursuit Procedures, Duties and Responsibilities.
- 9 REPORTING (CALEA 41.2.2(i)-5<sup>th</sup> Edition)
  - 9.1 Initiating Officer
    - 9.1.1 The initiating officer will prepare the original report regarding the pursuit and insure the following details are included:
      - 9.1.1(a) Weather conditions
      - 9.1.1(b) Reason for pursuit
      - 9.1.1(c) Detailed information of route taken, including speeds attained and all traffic violations committed by the suspect during the pursuit.
      - 9.1.1(d) Suspect vehicle description
      - 9.1.1(e) Identification of all occupants of suspect vehicle, if available.
      - 9.1.1(f) Final disposition of pursuit and charges for which suspect was arrested.
    - 9.1.2 The initiating officer shall complete a Pursuit Report, SPD Form # 95-OP-0209 and turn it in to their supervisor along with all other reports that they may have regarding the pursuit.
  - 9.2 Any officer participating in or having additional information regarding the pursuit will complete a supplemental report.

## **SOG 304.2**

### **Pursuit Vehicle Operation**

Effective Date: 10/06/2015

- 9.3 Field Supervisor (CALEA 41.2.3(e)-5<sup>th</sup> Edition)
  - 9.3.1 The field supervisor will ensure that a complete report is made of the pursuit by all officers involved.
    - 9.3.1(a) In the event that a supervisor becomes physically involved in the pursuit or unusual circumstances exist, an IDC detailing the activity shall be completed.
  - 9.3.2 The field supervisor will ensure that the completed Pursuit Report (SPD Form # 95-OP-0209) along with all related reports, videos, photos, radio traffic, and other necessary documentation are forwarded to their Section Lieutenant for review. After the Section Lieutenant completes their review, they will forward the pursuit packet to the Inspections and Internal Affairs Unit.
  - 9.3.3 The IIAU staff will file the form and enter the Pursuit Report and supporting documentation in the Administrative Investigations Management System (AIM). IIAU will then track the Pursuit Report through AIM to the officer's immediate supervisor.
  - 9.3.4 The immediate supervisor will review the Pursuit Report and make a determination if the pursuit was in compliance with policy and consistent with training. If the supervisor finds that the pursuit was not in compliance, a recommendation for disciplinary action will be included. The Pursuit Report will then be forwarded through the chain of command for supervisory review.
    - 9.3.4(a) The commander receiving the form will assess completeness, compliance with policy, and consistence with training and recommend disciplinary action if necessary. The Pursuit Report will then be forward to the Bureau Commander.
    - 9.3.4(b) The Bureau Commander will determine if the response was within policy, and consistent with training. If there are disciplinary issues pertinent to the pursuit, the Bureau Commander will recommend disciplinary action or cause an administrative complaint to be initiated with the Inspections and Internal Affairs Unit Supervisor. After review of the Pursuit Report, the Bureau Commander will forward it back to IIAU.
  - 9.3.5 IIAU will then compile all documents (Resistance Control Forms, Pursuit Reports, etc.) related to the incident and forward one complete packet to the Chief of Police for review.
    - 9.3.5(a) After completion of the review, the Chief of Police will make a final determination regarding the Pursuit and any associated discipline.

## **SOG 304.2**

### **Pursuit Vehicle Operation**

Effective Date: 10/06/2015

#### **10 PURSUIT REPORT STORAGE AND ANALYSIS**

- 10.1 Upon completion of each command review of the pursuit, the Pursuit Report shall be archived in the Inspections and Internal Affairs Unit.
  - 10.1.1 Routine Pursuit Reports shall be archived for three years following the event;
  - 10.1.2 Pursuit Reports involving personal injury or fatalities will be retained for five years following the event.
- 10.2 Pursuit Reports shall be made available to Research and Development to conduct an annual analysis of police pursuits by May of each year. (CALEA 41.2.2(j)-5<sup>th</sup> Edition)
  - 10.2.1 The Support Operations Section Commander will conduct a review of the department's pursuit policies and practices.
  - 10.2.2 Comprehensive analysis of data shall be reported to the command staff to facilitate adjustments in training or policy.

#### **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 04/04/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>304.3</b>
<b>Accreditation Index:</b> 17.5.3, 41.1.4, 81.2.4, 83.2.4 <sup>1</sup>			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Facilities and Equipment	
<b>Chief of Police:</b>			

## Special Purpose Vehicles

### I Policy

It is the policy of this department to maintain special purpose vehicles. This policy is to provide guidelines for the use, maintenance, and responsibility of special purpose vehicles during routine and emergency situations. (CALEA 17.5.3)

### II Definitions

### III Procedure

#### 1 UNIFORM OPERATIONS BUREAU

##### 1.1 Peace Keeper (PK)

##### 1.1.1 Objectives and Usage

- 1.1.1(a) The Peace Keeper is a Police Rescue Vehicle. Use will be limited to high-risk police operations and/or situations in which its special capabilities will assist in the resolution of a difficult police situation.

##### 1.1.2 Authorized Persons to Operate

- 1.1.2(a) Authorization for using the PK requires the approval of the Chief of Police or their designee, in all cases outside of emergency circumstances.
- 1.1.2(b) Any person operating the PK must have received operating instructions from a member of the Special Response Team.
- 1.1.2(c) Any sworn officer may operate the PK. Sworn officers from other agencies may also operate the PK once the Chief or their designee has

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<sup>1</sup> Accreditation Index revised, CALEA Standard added, per Policy Change Order 18-002.

## **SOG 304.3**

### **Special Purpose Vehicles**

Effective Date: 04/20/2018

granted permission.

#### **1.1.3 Equipment and Maintenance**

- 1.1.3(a) The PK is equipped with emergency lights and sirens. The PK will contain a stretcher and braces for use in transporting persons or equipment. The PK will contain a heavy rope and 2 hooks for breaching purposes.
- 1.1.3(b) The PK is to be maintained by the Special Response Team. The Special Response Team is to ensure the vehicle is available at all times unless the vehicle is undergoing repairs. (CALEA 17.5.3)
- 1.1.3(c) A Peace Keeper Inventory (SPD Form # 04-OP-0499) shall be completed monthly by the SRT Sergeant or designee for all needed supplies and equipment, and to insure it is in good running order.

#### **1.2 Bearcat**

##### **1.2.1 Objectives and Usage**

- 1.2.1(a) The Bearcat is a Police Rescue Vehicle. Use will be limited to high-risk police operations and/or situations in which its special capabilities will assist in the resolution of a difficult police situation.

##### **1.2.2 Authorized Persons to Operate**

- 1.2.2(a) Authorization for using the Bearcat requires the approval of the Chief of Police or their designee, in all cases outside of emergency circumstances.
- 1.2.2(b) Only Special Response Team members are authorized to operate this vehicle.

##### **1.2.3 Equipment and Maintenance**

- 1.2.3(a) The SRT Sergeant or designee is responsible for the upkeep and maintenance of this vehicle. (CALEA 17.5.3)
- 1.2.3(b) The Bearcat Inventory Inspection (SPD Form # 12-OP-0629) shall be completed monthly by the SRT Sergeant or designee for all needed supplies and equipment, and to insure it is in good running order.

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2 Section 1.3 revised, terminology updated, per Policy Change Order 18-002.

### **SOG 304.3**

#### **Special Purpose Vehicles**

Effective Date: 04/20/2018

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[REDACTED]

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#### **1.4 Special Response Team Tactical Operations Center (TOC)**

##### **1.4.1 Objectives and Usage**

- 1.4.1(a) Used to transport members of the Special Response Team, other officers, and their equipment on tactical police operations.

##### **1.4.2 Authorized Persons to Operate**

- 1.4.2(a) Any Special Response Team member can authorize the use of this vehicle. Only Special Response Team members are authorized to operate this vehicle.
- 1.4.2(b) All Special Response Team members operating this vehicle shall be thoroughly familiar with its operation and equipment stored on board.

##### **1.4.3 Equipment and Maintenance**

- 1.4.3(a) Equipment needs frequently change with the creation of new or different police tactics. Therefore, it will be the responsibility of the SRT officer assigned this vehicle to ensure that the inventory reflects the equipment the team has chosen to work with.
- 1.4.3(b) The SRT supervisor will assign one Red Team member as the person responsible for ensuring the upkeep and maintenance of the vehicle and equipment. (CALEA 17.5.3)
- 1.4.3(c) A Tactical Operations Center Inventory Inspection (SPD Form # 04-OP-0502) shall be completed monthly by the SRT Sergeant or designee for all needed supplies and equipment, and to insure it is in good running order.

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## **SOG 304.3**

### **Special Purpose Vehicles**

Effective Date: 04/20/2018



#### **1.6 Police Motorcycles**

##### **1.6.1 Objectives and Usage**

- 1.6.1(a) Assigned to Traffic Section and should be mainly used for traffic enforcement duties and special events where mobility is needed in congested areas.
- 1.6.1(b) Because of the concern for the safety of riders motorcycles should not be used if there is a possibility of inclement weather.

##### **1.6.2 Authorized Persons to Operate**

- 1.6.2(a) A traffic supervisor can authorize any sworn officer that has completed police motorcycle training and is state qualified to operate a police motorcycle.
- 1.6.2(b) Officers operating motorcycles must successfully complete the following police motorcycle training:
  - 1.6.2(b.1) Springfield Police Department Motorcycle Officer Certification Course;
  - 1.6.2(b.2) Certified officers must participate in annual training dates to maintain certification.

##### **1.6.3 Equipment and Maintenance**

- 1.6.3(a) Police Motorcycles will be equipped with emergency lights and siren and a PTT portable radio connection. The motorcycle will also be equipped with a hand-held radar unit.
- 1.6.3(b) Officers shall be responsible for the upkeep and maintenance of their assigned motorcycle. (CALEA 17.5.3)

#### **1.7 Canine Vehicles**

##### **1.7.1 Objectives and Usage**

- 1.7.1(a) To safely transport police canine and handler to and from work related duties.

##### **1.7.2 Authorized Persons to Operate**

- 1.7.2(a) Canine officers assigned to the vehicles can authorize any sworn officer to operate the vehicle.
- 1.7.2(b) Operation of the Canine vehicle requires no special training.



## **SOG 304.3**

### **Special Purpose Vehicles**

Effective Date: 04/20/2018

#### **1.7.3 Equipment and Maintenance**

1.7.3(a) Canine cars will have emergency lights, siren, and two-way radio. Other equipment to kept in the vehicles includes: (CALEA 41.1.4(d))

1.7.3(a.1) Hot Dog Alarms;

1.7.3(a.2) Cages separating dog from occupants.

1.7.3(b) Canine handlers that are assigned to the vehicle are responsible for the vehicle's upkeep and maintenance. (CALEA 17.5.3)

#### **1.8 Police Mountain Bicycles**

##### **1.8.1 Objectives and Usage**

1.8.1(a) Assigned to the Community Services Section to be used as transportation for officers on their daily work assignments and special events where mobility is needed in congested areas.

1.8.1(b) Because of the concern for safety of riders, bicycles should not be used if there is a possibility of inclement weather such as very icy roads.

##### **1.8.2 Authorized Persons to Operate**

1.8.2(a) Community Services Section Supervisors can authorize any sworn officer that has completed the Police Cyclist Training course to operate a police mountain bicycle.

1.8.2(b) Officers operating bicycles must successfully complete Police Cyclist Training.

1.8.2(b.1) Must complete the initial, one-week training, or within the past five years have successfully completed an approved bike instruction course, i.e. the IPMBA certified Police Cyclist Training Course.

##### **1.8.3 Equipment and Maintenance**

1.8.3(a) Police bicycles will be equipped with a front-facing lamp which shall emit a white light visible at night and a rear-facing red light and all applicable reflectors as stated by the Springfield Municipal Code.

1.8.3(b) Officers shall be responsible for the general upkeep of their bicycles. All major maintenance shall be authorized by the Community Services Section Supervisors. (CALEA 17.5.3)

#### **1.9 Mobile Community Resource Vehicle (MCRV)**

##### **1.9.1 Objectives and Usage**

1.9.1(a) Primary purpose is that of a Mobile Command Vehicle, but may be used during community events as needed.

##### **1.9.2 Authorized Persons to Operate**

1.9.2(a) The MCRV will only be operated by Support Team Officers or those who have completed the MCRV operation-training program.

##### **1.9.3 Equipment and Maintenance**

## **SOG 304.3**

### **Special Purpose Vehicles**

Effective Date: 04/20/2018

- 1.9.3(a) The MCRV is equipped with:
    - 1.9.3(a.1) Emergency lights, siren and several two-way radios.
    - 1.9.3(a.2) Necessary equipment for a sustained on-site Command Post.
  - 1.9.3(b) The MCRV will be maintained by personnel assigned to the Support Team. (CALEA 17.5.3)
  - 1.9.3(c) The Mobile Community Resource Vehicle Inventory (SPD Form # 04-OP-0496) shall be completed monthly by the Community Services Section Support Corporal for all needed supplies and equipment, and to insure it is in good running order.
- 1.10 Driver Impaired Enforcement Vehicle
- 1.10.1 Objectives and Usage
    - 1.10.1(a) Primary purpose is that of a field DWI testing center at checkpoint sites. May also be used as a secondary Command Post in crisis situations.
  - 1.10.2 Authorized Persons to Operate
    - 1.10.2(a) The Driver Impaired Enforcement Vehicle will only be operated by officers assigned to the DWI Enforcement Unit, or officers who have completed the Driver Impaired Enforcement Vehicle operation-training program. Upon approval of the Traffic Commander, officers assigned to the Support Team are authorized to operate this vehicle as well.
  - 1.10.3 Equipment and Maintenance
    - 1.10.3(a) The Driver Impaired Enforcement Vehicle is equipped with:
      - 1.10.3(a.1) Emergency lights, siren and two-way radio;
      - 1.10.3(a.2) Breath-testing instrument(s);
      - 1.10.3(a.3) Forms and equipment necessary for the operation of the breath-testing instruments;
      - 1.10.3(a.4) Necessary equipment for a sustained on-site Command Post.
    - 1.10.3(b) The Driver Impaired Enforcement Vehicle and equipment shall be maintained by the DWI officer. (CALEA 17.5.3)
    - 1.10.3(c) The Driver Impaired Enforcement Vehicle Inventory (SPD Form # 04-OP-0507) shall be completed quarterly by the Traffic Section Supervisor or designee for all needed supplies and equipment, and to insure it is in good running order.
- 1.11 Detention Transportation Vehicles
- 1.11.1 Objectives and Usage
    - 1.11.1(a) Used to transport prisoners to or from a detention/jail facility or hospital, see also SOG 407.4 – Prisoner Transportation for further details.
  - 1.11.2 Authorized Persons to Operate
    - 1.11.2(a) Any authorized police personnel can operate these vehicles.
    - 1.11.2(b) No special training is needed to operate these vehicles.

## **SOG 304.3**

### **Special Purpose Vehicles**

Effective Date: 04/20/2018

#### **1.11.3 Equipment and Maintenance**

- 1.11.3(a) The Quartermaster shall inspect these vehicles weekly and complete a Detention Transportation Vehicle Inventory Inspection (SPD Form # 13-SP-0631) to document the inspection and to allow reporting of any vehicle or equipment discrepancies.
- 1.11.3(b) If the transporting officer observes damage or maintenance issues they shall complete a Detention Transportation Vehicle Inventory Inspection form and forward the report to the Quartermaster's office, see also SOG 407.4 – Prisoner Transportation for further details.

#### **1.12 Community Services Section Corvette**

##### **1.12.1 Objectives and Usage**

- 1.12.1(a) Used for transportation of CSS officers and for display purposes at community events.

##### **1.12.2 Authorized Persons to Operate**

- 1.12.2(a) The CSS supervisor can authorize any sworn officer to operate this vehicle.
- 1.12.2(b) No special training is needed for operation.

##### **1.12.3 Equipment and Maintenance**

- 1.12.3(a) Equipped with emergency lights.
- 1.12.3(b) The CSS supervisor is responsible for upkeep and maintenance of this vehicle. (CALEA 17.5.3)

#### **1.13 Segway**

##### **1.13.1 Objectives and Usage**

- 1.13.1(a) Used primarily by the Community Services Section for special events where mobility is needed in congested areas and/or for transportation in entertainment districts such as Park Central, Commercial Street, and Jordan Valley.

##### **1.13.2 Authorized Persons to Operate**

- 1.13.2(a) Officers operating a Segway must complete an initial training course, suggested by the manufacturer, and demonstrate that they can successfully accomplish all tasks on the Segway Orientation Checklist.
- 1.13.2(b) The Community Services Section Supervisors can authorize any officer to utilize a Segway once they have completed the required training.

##### **1.13.3 Equipment and Maintenance**

- 1.13.3(a) Following each use, any officer operating a Segway will be responsible to ensure it is plugged in and charging upon returning the Segway to the designated storage location(s).
- 1.13.3(b) A Community Services Officer will be assigned responsibility for the care and maintenance of the Segways. The Community Services Section

### **SOG 304.3**

#### **Special Purpose Vehicles**

Effective Date: 04/20/2018

Commander will ensure this is done. (CALEA 17.5.3)

- 1.13.3(c) All major maintenance shall be authorized by the Community Services Section Commander.

#### **1.14 LPR Equipped Vehicle**

##### **1.14.1 Objectives and Usage**

- 1.14.1(a) This vehicle is equipped with license plate reader hardware capable of reading license plates on nearby vehicles and comparing them to known criminal databases. It is used primarily by the Community Services Section/Traffic Section for directed patrol activities to enhance vehicle license recognition abilities, but can be used by other officers trained in its use when approved through the Community Services Section Commander/Traffic Commander in advance.

##### **1.14.2 Authorized Persons to Operate**

- 1.14.2(a) Officers operating the LPR Equipped Vehicle must first complete an initial training course provided by an approved LPR Equipped Vehicle trainer.
- 1.14.2(b) The Community Services Section Commander/Traffic Commander or designee shall be responsible for assigning/authorizing the use of the LPR Equipped Vehicle.

##### **1.14.3 Equipment and Maintenance**

- 1.14.3(a) The LPR Equipped Vehicle is equipped with roof-mounted surveillance cameras and specialized computer software that enables character recognition of license plates on moving or stationary vehicles and searches established data bases for “hits” on wanted vehicles and persons.
- 1.14.3(b) Generalized maintenance such as cleaning, repair/replacement of vehicle OEM parts (light bulbs, wiper blades, etc.) are the responsibility of the operating/assigned officer. (CALEA 17.5.3)
  - 1.14.3(b.1) The LPR Equipped Vehicle shall only be washed in a “touch-less” car wash and shall not be washed in any car wash with moving parts, brushes, cloths, etc. that may/will come in contact with the roof mounted cameras.
- 1.14.3(c) Problems with the cameras are to be reported to the Quartermaster immediately and the vehicle shut down, if necessary.
- 1.14.3(d) Any problems with the computer software shall be reported immediately to the Information Systems Network Technician. If after normal working hours, an e-mail shall be sent specifying the vehicle and providing a description of the problem(s) encountered.
  - 1.14.3(d.1) Officers are not to place the vehicle out of service without providing information on the problem(s) encountered.

## **SOG 304.3**

### **Special Purpose Vehicles**

Effective Date: 04/20/2018

## **2 INVESTIGATIONS AND SUPPORT SERVICES BUREAU**

### **2.1 Property Unit Van**

#### **2.1.1 Objectives and Usage**

- 2.1.1(a) Used as needed by Property Unit. Is equipped with a lift gate and is used for transporting evidence and articles as needed by the Property Unit.

#### **2.1.2 Authorized Persons to Operate**

- 2.1.2(a) Any authorized police personnel can operate this vehicle.
- 2.1.2(b) Operator must be familiar with the operation of the "lift gate".

#### **2.1.3 Equipment and Maintenance**

- 2.1.3(a) Equipped with a "lift gate".
- 2.1.3(b) The Property Unit supervisor is responsible for causing the upkeep and maintenance of this vehicle. (CALEA 17.5.3)

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### **2.3 Crime Scene Van (CALEA 83.2.4) <sup>3</sup>**

#### **2.3.1 Objectives and Usage**

- 2.3.1(a) To assist officers in the collection of evidence at crime scenes such as homicides, serious assaults, rapes, or when requested by a supervisor.
- 2.3.1(b) Will be used on a call-out basis, not intended for routine daily use. Will not be used for traffic enforcement.

#### **2.3.2 Authorized Persons to Operate**

- 2.3.2(a) The Violent Crimes Unit supervisor can authorize use and operation of this vehicle.

#### **2.3.3 Equipment and Maintenance**

- 2.3.3(a) Will be equipped with a two-way radio, emergency lights and siren,

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<sup>3</sup> Section 2.3 revised, CALEA Standard reference added, per Policy Change Order 18-002.

## **SOG 304.3**

### **Special Purpose Vehicles**

Effective Date: 04/20/2018

evidence collection equipment such as super glue wand, static lifters, wet print lifters, casting supplies, evidence vacuum, auxiliary lighting equipment, evidence markers, and evidence collection containers.

2.3.3(b) The Criminal Investigations Persons Section Violent Crimes Unit supervisor is responsible for the vehicle's upkeep and maintenance. (CALEA 17.5.3)

2.3.3(c) The Crime Scene Van Maintenance and Equipment Inspection (SPD Form # 07-SP-0565) shall be completed quarterly by the Violent Crimes Unit Sergeant or designee for all needed supplies and equipment, and to insure it is in good running order.

## **3 SUPPORT TEAM OPERATIONS**

### **3.1 Support Team Function and Organization**

#### **3.1.1 Function**

3.1.1(a) The Support Team function is to operate and maintain the MCRV and other Special Purpose Vehicles.

#### **3.1.2 Organization**

3.1.2(a) This team will be maintained in the UOB chain of command with the Community Services Section Support Corporal assigned administrative responsibilities.

3.1.2(b) The team will be primarily comprised of officers from the UOB with other bureau officers involved as needed.

### **3.2 Duties and Responsibilities**

#### **3.2.1 Community Services Section Support Corporal**

3.2.1(a) Shall maintain a list of available officers and provide an updated list to the Emergency Communications Center for emergency activation purposes.

3.2.1(b) Shall ensure that monthly vehicle inspection occurs.

3.2.1(c) Will conduct officer selection processes as necessary.

3.2.1(d) Shall insure that involved officers receive appropriate operation and driving training.

3.2.1(e) Will conduct periodic inspections of vehicles for conformation with standards, readiness, and cleanliness.

3.2.1(f) Is ultimately responsible for vehicle condition and readiness.

#### **3.2.2 Support Team Officers**

3.2.2(a) Officers will be selected based on the needs of the team as determined by the UOB Commander or their designee.

3.2.2(b) Officers will be on call 24/7 as needed.

3.2.2(c) Officers shall successfully complete Specialized Vehicle Operation Training as required.

## **SOG 304.3**

### **Special Purpose Vehicles**

Effective Date: 04/20/2018

3.2.2(d) Upon activation, officers will be responsible for the vehicle they are operating and any peripheral duties concerning that vehicle. This will include:

- 3.2.2(d.1) Driving;
- 3.2.2(d.2) General setup and operation;
- 3.2.2(d.3) Monitoring of vehicle systems as needed;
- 3.2.2(d.4) Breakdown and storage of vehicle, post event;
- 3.2.2(d.5) Cleanup of vehicle, post event.

3.2.2(e) Operationally, officers will be directed by the Incident Commander or their designee.

### **3.3 Activation**

3.3.1 To activate any specialty vehicle will require the authority of a Lieutenant or above.

#### **3.3.2 Planned Events**

3.3.2(a) For scheduled events the Support Team Supervisor should be notified in writing as far in advance as possible.

3.3.2(a.1) Notification should include pertinent information such as:

- 3.3.2(a.1.1) Equipment needs;
- 3.3.2(a.1.2) Duration of event;
- 3.3.2(a.1.3) Any other requirements of this team.

3.3.2(b) Support Team Officers will be scheduled to allow for shift adjustment when practical.

#### **3.3.3 Emergency Activation (CALEA 81.2.4)**

3.3.3(a) In emergency situations the 911 Emergency Communications Center should be called to request a specialty vehicle.

3.3.3(a.1) The Communications Center will coordinate contact of the on-duty or on-call Support Team Member through the Watch Commander for a quick response.

3.3.3(b) Information needed for response shall include:

- 3.3.3(b.1) Incident location;
- 3.3.3(b.2) Approach route;
- 3.3.3(b.3) Incident Commander;
- 3.3.3(b.4) Command Post location.

#### **3.3.4 Mutual Aid**

3.3.4(a) Mutual Aid requests for any specialized vehicle will follow the direction of SOG 414.1 – Agency Jurisdiction and Mutual Aid.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>304.4</b>
<b>Accreditation Index:</b> 17.5.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Facilities and Equipment	
<b>Chief of Police:</b>			

## Agency Owned Property

### I Policy

The Springfield Police Department accepts responsibility for the care and control of valuable City equipment entrusted to its use. The overall responsibility for the department's inventory of equipment lies with the Quartermaster, however, all employees are expected to properly care for equipment and materials assigned to them.

### II Definitions

**Non-expendable Property** – An item with a useful life of more than one year, and value of \$200 or more.

### III Procedure

#### 1 INVENTORY OF EQUIPMENT AND SUPPLIES

1.1 The Fleet and Equipment Supervisor will assume the role of the Department Fixed Asset Coordinator and will account for and inventory the department's fixed assets based on the standards as set by the City of Springfield Purchasing Department.<sup>1</sup>

1.1.1 This inventory will include, at the minimum, an identification number (if available), an identification tag, a description, and the place or person to whom it is assigned.

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<sup>1</sup> Section 1.1 change Technical Services Supervisor to Fleet and Equipment Supervisor, per Policy Change Order 14-042, Effective Date 05/31/2014.



## **SOG 304.4**

### **Agency Owned Property**

Effective Date: 05/31/2014

- 1.1.1(a) The Bureau Commanders will be responsible for reporting all changes in assignment, location, or disposition of the listed property to the Quartermaster who shall update the records on the item.
- 1.1.2 When instructed by Finance the Quartermaster shall supply each Bureau Commander with a printout of all listed property assigned to their bureau.
- 1.1.3 That Bureau Commander shall then reconcile the list with property in his command within 30 days and shall submit that information to the Quartermaster for final updating.

## **2 EQUIPMENT AND SUPPLIES**

- 2.1 The Quartermaster will maintain a system for documenting the assignment of equipment to each employee.
  - 2.1.1 Items may include non-expendable property, personal equipment, uniforms, and unusual or specialty equipment.
    - 2.1.1(a) Examples of items assigned can include, but are not limited to, firearms, radios, impact weapons, keys, body armor, traffic vests, and radar units, etc.
  - 2.1.2 Replacement of non-expendable items which become unserviceable will require that the item be exchanged, repaired, or taken out of service.
  - 2.1.3 Non-expendable items which have been returned to the Quartermaster shall be reissued as needed.
- 2.2 Expendable items in general use may be obtained from the Quartermaster by contacting the Quartermaster directly or by submitting a request via e-mail describing the item(s) and quantity needed.
- 2.3 The acquisition of unusual or special order items requires written authorization by a commanding officer.
- 2.4 The Quartermaster will follow the rules established by the city purchasing agent in the acquisition of all equipment and supplies.

## **3 RESPONSIBILITY FOR ASSIGNED OR ISSUED EQUIPMENT**

- 3.1 Employees are required to take proper care of all equipment and supplies entrusted to their use or custody.
  - 3.1.1 Abuse, misuse, or negligence will result in appropriate disciplinary action.
  - 3.1.2 Employees may be held civilly, criminally, and financially liable for failing to produce assigned equipment when directed to do so.
- 3.2 Employees will be responsible for the security of assigned equipment and will not allow others to take possession of their equipment.

## **SOG 304.4**

Agency Owned Property

Effective Date: 05/31/2014

- 3.2.1 Exceptions: Equipment assigned to a Bureau/Division/Section/Unit may be used by employees within that work group at the discretion of the appropriate supervisor.
- 3.3 Ordinary wear-and-tear which causes problems with the serviceability of equipment shall be reported to the Quartermaster whenever discovered by an employee.
- 3.4 Loss, theft, or damage to non-expendable property shall be reported to their immediate supervisor at the time of loss, theft, or damage.
  - 3.4.1 The employee in control of the item at the time of the loss, theft, or damage must complete an IDC detailing the occurrence and submit it through the chain-of-command to the Bureau Commander.
  - 3.4.2 The Bureau Commander will review the IDC, along with any other information pertaining to the incident, and make a determination as to whether abuse, misuse, or negligence was involved.
    - 3.4.2(a) The Bureau Commander will forward a copy of this IDC to the Quartermaster.
  - 3.4.3 If an item is lost or stolen that requires de-activation (cell phones, access cards, radio, etc.), the supervisor shall take steps to ensure that such de-activation is completed as soon as practical.

## **4 RETURNING OF ASSIGNED EQUIPMENT**

### **4.1 Transfers**

- 4.1.1 When an employee is transferred to another work assignment that requires different items of equipment, they shall turn in any equipment that is no longer required and/or be issued additional items as may be required in the new assignment. Prior to the transfer, the employee's immediate supervisor will direct the employee to the Quartermaster to accomplish this task.
  - 4.1.1(a) Equipment that is assigned by the Quartermaster directly to an employee shall only be returned to the Quartermaster.
    - 4.1.1(a.1) Equipment shall not be turned in to a supervisor, FTO, or fellow employee.
- 4.1.2 Equipment issued or assigned to a Unit or Section and then to the employee (i.e. NET, SRT, Training, etc.) shall be returned to the unit supervisor.
  - 4.1.2(a) The unit Commander/Supervisor shall be responsible for ensuring that the assigned equipment is retrieved and available for redistribution to other personnel within that Bureau/Division/Section/Unit.

## **SOG 304.4**

### **Agency Owned Property**

Effective Date: 05/31/2014

- 4.2 Returning of equipment due to exceptional circumstances.
  - 4.2.1 At any time, the Chief of Police or his designee may direct an employee turn in any or all pieces of agency owned equipment. Such circumstances may involve, extended periods of time away on city business, on-going investigations involving an employee, etc.
  - 4.2.2 Leave of absence longer than 90 continuous days.
    - 4.2.2(a) An employee taking a foreseeable leave of absence lasting longer than 90 continuous days will turn in all issued badges, firearms, taser and taser accessories, radio and radio accessories, batons, and take-home vehicles, etc to the quartermaster prior to leaving to be held for safe keeping or reissue during the employees absence. (i.e. Military deployment) Prior to the leave of absence, the employee's immediate supervisor will direct the employee to the Quartermaster to accomplish this task.
- 4.3 Separation from employment.
  - 4.3.1 When any employee is separated from City employment, for whatever reason, they shall be responsible for returning any and all assigned equipment and unused expendable supplies to the Quartermaster and unit supervisor if applicable, on or prior to their last day of work.
  - 4.3.2 Upon notification of separation from city service, the employee's immediate supervisor will obtain a complete record of the employee's electronic file of issued equipment prepared by the Quartermaster. The supervisor shall provide a copy of the list to the employee for preparation of returning assigned equipment.
  - 4.3.3 It is the responsibility of the employee's immediate supervisor to ensure all agency owned equipment is returned prior to the employee ending their last day of work.
    - 4.3.3(a) The supervisor shall have the authority to take steps to recover equipment that is not accounted for.
  - 4.3.4 The Quartermaster shall check off from the prepared list, each item as it is returned.
  - 4.3.5 Supervisors will be cognizant of the fact that an employee may have equipment assigned by special units (i.e. SRT, Hostage Negotiation, K-9, etc.) that will need to be returned to the respective units.
  - 4.3.6 Officers assigned Take-Home vehicles will have the vehicles cleaned and ready for re-issue.
    - 4.3.6(a) Supervisors shall inspect such vehicles prior to the employee ending their last workday.

## **SOG 304.4**

### **Agency Owned Property**

Effective Date: 05/31/2014

- 4.3.7 A copy of the employee's electronic file of issued equipment will be turned in to the Chief's Office as a record in the employee's personnel file.

## **5 MAINTAINING FOR OPERATIONAL READINESS (CALEA 17.5.3 – 5<sup>th</sup> Edition)**

- 5.1 Each unit or individual is responsible for operational readiness of their assigned equipment. This includes care and cleaning, preventive maintenance, repair, workability, and responsiveness.
- 5.2 Operational readiness of shelved items will be maintained by these respective units.<sup>2</sup>
  - 5.2.1 RADAR Equipment – Fleet and Equipment Unit
  - 5.2.2 Breathalyzer – Traffic Unit
  - 5.2.3 Fleet – Fleet and Equipment Unit
  - 5.2.4 Radios – Fleet and Equipment Unit
  - 5.2.5 Weapons – Range Coordinator
  - 5.2.6 Computers – Information Systems
  - 5.2.7 Cellular Phones – Support Operations Section Administrative Assistant
  - 5.2.8 Miscellaneous – Fleet and Equipment Unit
  - 5.2.9 Specialized Equipment – SRT

## **6 DISPOSAL OF EQUIPMENT AND SUPPLIES**

- 6.1 All disposal, surplus, trade, or sale of agency owned property must adhere to established procedures of the Finance Department.
- 6.2 Surplus Property
  - 6.2.1 Any agency owned equipment or supplies no longer needed, used by, or considered of value to the SPD shall be transferred to the city's surplus property storage section for use by other city agencies.
- 6.3 Direct Disposal
  - 6.3.1 The Quartermaster may dispose of items that have been damaged beyond reasonable cost of repair or to a degree that they are no longer usable, upon the approval of the appropriate Bureau Commander.
- 6.4 Trade, Transfer, or Sale of Agency Owned Equipment
  - 6.4.1 Agency owned equipment or supplies can be traded to a vendor for new or replacement equipment or supplies when deemed appropriate by the Bureau Commander responsible for the equipment or supplies to be traded.

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<sup>2</sup> Sections 5.2 through 5.2.9 minor grammatical correction, revised unit names, deleted pagers, per Policy Change Order 14-042, Effective Date 05/31/2014.

**SOG 304.4**

Agency Owned Property

Effective Date: 05/31/2014

- 6.4.2 Trades or sales to other agencies of agency owned equipment or supplies must be approved by the Chief of Police.
- 6.5 Transfer to personal ownership
  - 6.5.1 At no time shall any agency owned equipment or supplies (whether in current service, surplus items, or destined for disposal) be transferred to any individual city employee, or to any other person, for personal use, without the approval of the Chief of Police.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 07/01/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>304.5</b>
<b>Accreditation Index:</b> 1.3.3, 1.3.4, 1.3.9, 1.3.10, 1.3.11, 33.1.5 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Facilities and Equipment	
<b>Chief of Police:</b>			

## Training, Proficiency, and Use of Weapons

### I Policy

It is the policy of the Springfield Police Department to require officers to demonstrate, at a minimum, annual proficiency in the use of all firearms and intermediate weapons. The Springfield Police Department recognizes that combative, armed and /or violent subjects create handling and control problems requiring special training and equipment. Only personnel who first receive training in the use of force policy and weapons and demonstrate proficiency in their application are authorized to carry lethal or less lethal weapons. (CALEA Standard 1.3.10 – 5<sup>th</sup> Edition)

### II Definitions (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)

**Armorer** - Any sworn officer who has received specialized training to provide firearms manufacturers authorized maintenance and repair for authorized firearms. The armorer must be recommended by the Range Officer, Training Director and approved by the Chief of Police. (The written approval shall specify which firearms the armorer is authorized to maintain and repair.)

**Department Issued Handgun** - A Department issued handgun is the Glock 9mm semi-automatic handgun or any other 9mm/.40 caliber semi-automatic handgun issued by the Department for use by its officers.

**Department Issued Impact Weapons** – The Department issued impact weapons will consist of a collapsible straight baton and a solid straight baton.

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

**Department Issued Shotgun** - A Department issued Remington Model 870 Police Magnum, 12 gauge pump-action shotgun or any other semi-automatic shotgun issued by the Department for use by its officers.

**Firearms Instructor** - A sworn officer who has received specialized training in the instruction of firearms training and activities (firearms instructor school) and recommended by the Range Coordinator, Training Section Commander and approved by the Chief of Police. The Firearms Instructor shall serve as the Range Officer in their absence.

**Less Lethal Force Philosophy** – A concept of planning and force application, which meets operational objectives with less potential for causing death or serious physical injury than conventional police tactics/equipment.

**Personally Owned Handgun** - A Department approved handgun, semi-automatic pistol or revolver.

**Personally Owned Impact Weapons** - Any high quality 2 or 3 piece expandable straight baton or a solid straight baton. Personally owned impact weapons are to be inspected and evaluated by the Defensive Tactics Instructor/Trainer or designee, and approved by the Chief of Police.

**Personally Owned Shotgun** - A Department approved Remington Police Model 12-gauge pump action/semi-automatic shotgun (870/1187), or Heckler and Koch/Benelli 12-gauge semi-automatic shotgun, meeting the same specifications as the Department issued shotguns.

**Projectile Launcher** - Any Department authorized 12 gauge or 37/40mm launcher which the officer has met approved levels of proficiency in firearms qualification training.

**Range Coordinator** - A sworn officer that holds the rank of Corporal who has received specialized training in the instruction of firearms training and activities (firearms instructor school). The Range Coordinator is a member of the Training Staff and shall be responsible for coordinating all activities at the Springfield Police Department Firing Range. The Range Coordinator is also responsible for all aspects of firearms training, including the inspection and evaluation of all firearms authorized for use by the Springfield Police Department as well as the maintenance and repair of authorized department owned weapons.

**Range Officer** - A sworn officer who has received specialized training in the instruction of firearms training and activities (firearms instructor school). The Range Officer is a member of the Training Staff and shall be responsible for all aspects of firearms training, including the inspection and evaluation of all firearms authorized for use by the

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

Springfield Police Department as well as the maintenance and repair of authorized department owned weapons.

#### **Rifles, Carbine Rifles- Approved**

Any authorized scoped rifle or carbine rifle either personally-owned or issued by the Department for use by its officers.

**Safety Priorities** - The department safety priorities are established as follows:

- Hostages
- Innocent citizens
- Police officers
- Subjects/Suspects

**Specialized Weapons** – Any authorized weapon capability outside of standard Academy training, requiring additional training and certification, including, but not limited to: Patrol Rifle, Less-lethal Bean Bags, etc.

## **III Procedure**

### **1 GENERAL WEAPONS REQUIREMENTS**

- 1.1 Only those lethal or less lethal weapons and ammunition authorized by the Chief of Police shall be used pursuant to law enforcement responsibilities (on or off-duty). Such weapons shall be used only following approved procedures for review, inspection and approval by a qualified armorer.
- 1.2 No Police Department employee shall be authorized to carry a firearm or other lethal or less lethal weapon until (s)he has: (1) been issued a copy of SOG 103.5, Resistance Response and a copy of SOG 304.5, Training, Proficiency, and Use of Weapons and (2) has received instruction on each. Such issuance and instruction shall be documented by the Training Section.
- 1.3 Prior to carrying ALL authorized weapons, on or off duty, they shall be reviewed, inspected and approved by a qualified weapons instructor and/or armorer. The date of the inspection and the name of inspector shall be recorded and forwarded to the Range Officer (firearms), Quartermaster (impact and chemical), or SRT Supervisor (special weapons) as appropriate. (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)
  - 1.3.1 If a weapon is determined to be unsafe, the instructor or armorer shall remove it from use pending repair, record the malfunction, cause repair to be made on all department owned weapons, and provide a replacement weapon to the employee as soon as practical.
    - 1.3.1(a) Firearm replacement will only involve the officer's issued or approved primary on-duty handgun



## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

or department owned shotguns, rifles, and special weapons.

- 1.4 All on-duty officers, whether in uniform or non-uniform, shall be armed with an approved duty handgun.
  - 1.4.1 Officers operating in a status where possession of a firearm would endanger the officer or the operation in which they are participating are exempt.
  - 1.4.2 Officers with non-uniform administrative assignments are exempt from carrying a handgun while performing that assignment.
- 1.5 On-duty officers in plainclothes shall carry their sidearm secured in a holster or other secure carrying device. Special Orders may provide further guidance based on specific assignment.
  - 1.5.1 Officers are exempt when assigned to undercover duties, and when the use of a holster or other device may conflict with covert operations.
- 1.6 On-duty officers carrying a firearm in an unconcealed manner shall clearly display police identification card and/or badge.
- 1.7 Whether on or off-duty, officers shall carry their police identification while armed.
  - 1.7.1 Officers operating in a status where possession of police identification would endanger the officer or the operation in which they are participating are exempt.
  - 1.7.2 Officers are exempt when participating in recreational shooting activities.
- 1.8 The carrying of a handgun while off-duty shall be at the option of the officer. If the officer elects to carry a Department approved handgun off-duty it must be concealed from-public view. An officer who elects not to carry a handgun while off-duty shall not be subject to disciplinary action if an occasion should arise in which they could have taken police action were they armed.
- 1.9 The carrying of an additional handgun for the purpose of a back-up handgun shall be at the option of the officer. If the officer elects to carry a back-up handgun, it must be a Department approved handgun.
- 1.10 Officers engaged in off-duty employment which requires the performance of police related services shall be armed with a Department approved on-duty handgun.
- 1.11 All officers shall be armed with a Department approved handgun while operating any police vehicle.
- 1.12 Department issued firearms will not be used for hunting purposes.

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 1.13 All officers must meet approved levels of proficiency in firearms qualification training as set forth by the Training Staff and approved by the Chief of Police. (CALEA Standard 1.3.10 – 5<sup>th</sup> Edition)
- 1.14 The officer's handgun will be fully loaded when the officer is carrying the handgun. Chamber and magazines for semi-auto handguns and cylinder for revolvers.
- 1.15 Long guns will be carried with the magazine loaded and the chamber empty, unless being used by the officer.
- 1.16 Only manufacturers magazines are authorized for use in Department issued or approved firearms.
- 1.17 Officers are responsible for the safekeeping and security of all firearms authorized by the Department that are in their custody.
- 1.18 Officers shall not carry any firearm under the following circumstances:
  - 1.18.1 The officer is on suspension or is directed not to do so by the Chief of Police.
  - 1.18.2 The officer has not successfully met proficiency and qualification levels as set forth by the Department.
  - 1.18.3 While consuming alcoholic beverages or taking medication that impairs physical or mental ability.
    - 1.18.3(a) Officers are exempt when required by the nature of assignment or when the safety of the officer would be at risk.
- 1.19 Use of force reporting shall utilize the Resistance Control Form (RCF), SPD Form # 94-OP-0002 and shall follow procedures as set out in SOG 103.5, Resistance Response.
- 1.20 Prohibited Uses of Weapons
  - 1.20.1 "Warning shots" are prohibited. (CALEA Standard 1.3.3 – 5<sup>th</sup> Edition)
  - 1.20.2 Officers shall not discharge firearms from a moving vehicle.
  - 1.20.3 Police officers shall not discharge their weapons at a moving vehicle unless there is imminent threat of death or serious physical injury to the officer or others. Officers shall avoid placing themselves into the path of a vehicle, if possible.
  - 1.20.4 A firearm shall not be used as a club, hammer, pry bar, or any purpose other than for which it was designed or intended (unless deadly force is authorized).
  - 1.20.5 Firearms, batons, and personal defense weapons shall not be used for any other purpose than use consistent with training.

Effective Date: 10/06/2015

- 2.1 Officers will exercise safety precautions when handling weapons per Department training. "Unintentional" or "Accidental" discharges will not be tolerated, and may result in disciplinary action.
- 2.2 Except for general maintenance, supervisory inspections, storage or authorized training; officers shall not draw or exhibit firearms unless circumstances create a strong reasonable suspicion that it may be necessary to lawfully use the weapon in conformance with other sections of this order.
- 2.3 A handgun shall not be carried or placed at any time in a "cocked" condition, except for second and subsequent rounds of a semiautomatic firearm.
- 2.4 Department owned firearms shall not be utilized for any non-law enforcement activity.
- 2.5 No officer shall display or provide any weapon to a citizen to inspect, examine or otherwise handle unless authorized by the Chief of Police.

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## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015



#### **4 AUTHORIZED HANDGUNS (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)**

##### **4.1 Primary, On-Duty Handgun Uniform Duty**

4.1.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements and approved by the Chief of Police.

##### **4.1.2 Criteria for Personally Owned Primary, On-Duty Handguns, Uniform Duty**

###### **4.1.2(a) Calibers (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)**

4.1.2(a.1) 9mm

4.1.2(a.2) .40 S&W

4.1.2(a.3) .45 ACP

4.1.2(a.4) 380 ACP (Honor Guard Officers only, when on assignment. The handgun must be carried concealed.)

4.1.2(a.5) .38 Special

4.1.2(a.6) .357 Magnum

4.1.2(a.7) All authorized handguns will be inspected by a certified Armorer for functionality and evaluated against criteria in this section.

###### **4.1.2(b) Handgun Specifications**

4.1.2(b.1) Newly authorized handguns must be double action only or decock-only models. All previously authorized firearms will continue to be approved until a new handgun is acquired. Single-action handguns are not authorized.

4.1.2(b.2) Minimum trigger pull weight. Factory trigger pull weight not less than five (5) pounds.

4.1.2(b.3) Minimum barrel length: Not less than 3.5 inches and not more than 6 inches. (*Honor Guard Officers exempt*)

4.1.2(b.4) Minimum ammunition capacity: Five (5) Rounds

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 4.1.2(b.5) Officers will be authorized to qualify with only one (1) on-duty handgun for Uniform Duty use per year, unless approved by the Range Coordinator and the Chief of Police.
- 4.2 Primary On-Duty Handgun, Non-Uniform Duty
  - 4.2.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements and approved by the Chief of Police.
  - 4.2.2 Criteria for Personally Owned Primary, On-Duty Handguns, Non-Uniform Duty
    - 4.2.2(a) Calibers (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)
      - 4.2.2(a.1) .38 Special
      - 4.2.2(a.2) .357 Magnum
      - 4.2.2(a.3) .9 mm
      - 4.2.2(a.4) .40 S&W
      - 4.2.2(a.5) .45 ACP
      - 4.2.2(a.6) Exception: .380 ACP (undercover officer assignments only)
      - 4.2.2(a.7) All authorized handguns will be inspected by a certified Armorer for functionality and evaluated against criteria in this section.
    - 4.2.2(b) Handgun Specifications
      - 4.2.2(b.1) Upon the effective date of this policy, newly authorized handguns must be double-action only or decock-only. All previously authorized firearms will continue to be approved until a new weapon is acquired. Single action handguns are not authorized.
      - 4.2.2(b.2) Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
      - 4.2.2(b.3) Minimum barrel length: Not less than 2 inches and not more than 6 inches.
      - 4.2.2(b.4) Minimum ammunition capacity: Five (5) rounds.

## SOG 304.5

### Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 4.2.2(b.5) Handguns shall be carried in holsters.  
*Exception:* Undercover officers are not required to wear holsters.

#### 4.3 Off-Duty Handguns

4.3.1 Department issued handgun.

4.3.2 Personally owned handguns meeting the following requirements:

4.3.2(a) Caliber specifications; (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)

4.3.2(a.1) Any and all calibers utilized by semi-automatic handguns, and revolvers.

4.3.2(b) Handgun specifications;

4.3.2(b.1) Semi-automatic

4.3.2(b.1.1) Striker-Fired

4.3.2(b.1.2) Double-Single

4.3.2(b.1.3) Double Action Only

4.3.2(b.1.4) Single Action

4.3.2(b.2) Revolver

4.3.2(b.2.1) Double Action

4.3.2(b.2.2) Single Action

4.3.3 All authorized handguns will be inspected by a certified Armorer for functionality and evaluated against criteria in this section.

4.3.4 The handgun must be concealed and carried in a secure manner.

4.3.5 The handgun must be equipped with a form of firing safety device designed to prevent an unintentional discharge if the handgun is dropped. In addition, the make and model of weapon must have met the SAMMI standard for safety.

#### 4.4 Back-up Handguns

4.4.1 Department issued handgun.

4.4.2 Personally owned handguns meeting the following requirements:

4.4.2(a) Caliber specifications; (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)

4.4.2(a.1) Any and all calibers utilized by semi-automatic handguns, and revolvers.

4.4.2(b) Handgun specifications;

4.4.2(b.1) Semi-automatic

4.4.2(b.1.1) Striker-Fired

4.4.2(b.1.2) Double-Single

4.4.2(b.1.3) Double Action Only

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 4.4.2(b.1.4) Single Action
      - 4.4.2(b.2) Revolver
      - 4.4.2(b.2.1) Double Action
      - 4.4.2(b.2.2) Single Action
    - 4.4.3 All authorized handguns will be inspected by a certified Armorer for functionality and evaluated against criteria in this section.
    - 4.4.4 The handgun must be concealed and carried in a secure manner.
    - 4.4.5 The handgun must be equipped with a form of firing safety device designed to prevent an unintentional discharge if the handgun is dropped. In addition, the make and model of weapon must have met the SAMMI standard for safety.
    - 4.4.6 If an officer chooses to carry a back-up handgun it must be carried in conjunction with the officer's primary on-duty handgun. The back-up handgun is for use in exigent circumstances when the officer's primary on-duty handgun cannot be used.
- 5 AUTHORIZED SHOTGUNS (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)
  - 5.1 Authorized Shotguns, Uniform and Non-Uniform Duty.
    - 5.1.1 An approved shotgun is any Department issued shotgun or personally owned shotgun as defined in Section II
    - 5.1.2 Gauge (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)
      - 5.1.2(a) 12 gauge
    - 5.1.3 All authorized shotguns will be inspected by a certified Armorer and evaluated against criteria in this section.
- 6 AUTHORIZED RIFLES (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)
  - 6.1 Specified SRT personnel may be authorized to carry a department issued rifle or personally owned rifle which has been inspected and evaluated by the designated SRT armorer and approved by the Chief of Police. The SRT officer assigned the rifle must demonstrate proficiency in qualification as set forth by the SRT Supervisor and approved by the Chief of Police.
  - 6.2 Primary, On-Duty Rifle (Non-SRT)
    - 6.2.1 A primary on duty rifle is any department issued rifle or personally owned rifle meeting the following requirements.
    - 6.2.2 Criteria for department issued/personally owned rifle.
      - 6.2.2(a) Calibers (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)
        - 6.2.2(a.1) Primary on duty rifles must be chambered for .223 caliber or 5.56 mm rifle ammunition.

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 6.2.2(a.2) Magazines are limited to a 30 round capacity.
- 6.2.2(a.3) Only Factory Magazines are authorized.
- 6.2.2(b) Rifle Specifications
  - 6.2.2(b.1) Must meet mil-spec standards
  - 6.2.2(b.2) Must be AR15 style with A2 or A3 upper.
  - 6.2.2(b.3) Butt stock may either be fixed or adjustable.
  - 6.2.2(b.4) Primary duty rifles must be semi automatic action ONLY
  - 6.2.2(b.5) Barrel length must be at least 16 inches long (exception : specialized units)
  - 6.2.2(b.6) Minimum trigger pull weight:
    - 6.2.2(b.6.1) Factory trigger pull no less than 4.5 pounds
    - 6.2.2(b.6.2) No set triggers
    - 6.2.2(b.6.3) No two-stage triggers
  - 6.2.2(b.7) All rifles must be equipped with iron sights at all times.
  - 6.2.2(b.8) All non-magnifying optics or low magnification (1x – 4x maximum), powered (battery) or non-powered, must allow for immediate access to iron sights. Or be quickly removable to allow access to the iron sight system if the supplemental sights fail for any reason.
  - 6.2.2(b.9) All authorized rifles will be inspected by a certified Armorer and evaluated against criteria in this section.

## **7 SPECIALIZED WEAPONS (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)**

- 7.1 All officers who are assigned special weapons, projectile launchers, and ammunition shall successfully complete qualification courses and training provided by the firearms training staff and /or those firearms instructors of the affected units as approved by the Chief of Police.



## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

#### **8 FIREARMS RECORDS (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)**

- 8.1 The Range Officer and/or authorized SRT armorer, as appropriate, shall maintain a record for each firearm approved by the Department for use which shall include:
  - 8.1.1 Initial Date of Service
  - 8.1.2 Description
  - 8.1.3 Manufacturer Model and Caliber
  - 8.1.4 Serial Number
  - 8.1.5 Repair or service history of department owned weapons
  - 8.1.6 Officer and date issued
  - 8.1.7 Proficiency qualification scores and dates

#### **9 FIREARMS MODIFICATIONS AND REPAIRS**

- 9.1 All Department issued and Department approved personally owned firearms shall not be modified from the manufacturer's specifications, except under the following circumstances:
  - 9.1.1 The department armorer must give prior approval for ALL modifications.
  - 9.1.2 All modifications or repairs shall be conducted by the manufacturer, manufacturer authorized service center, or department approved armorer.
  - 9.1.3 The authorized armorer shall maintain documentation on all modifications or repairs involving department owned weapons. Documentation shall be kept on file with the Training Section or, when appropriate, with SRT.
  - 9.1.4 Modifications that may be approved are limited to the installation of the following:
    - 9.1.4(a) Shotgun
      - 9.1.4(a.1) Sling;
      - 9.1.4(a.2) Forearm flashlight;
      - 9.1.4(a.3) “Side Saddle” type receiver mounted ammunition carriers;
      - 9.1.4(a.4) Factory magazine extension;
      - 9.1.4(a.5) Synthetic buttstocks (standard or pistol grip, full length);
      - 9.1.4(a.6) Synthetic “Speedfeed” type buttstock (\*standard or pistol grip, full length);
      - 9.1.4(a.7) Synthetic forearm;
      - 9.1.4(a.8) Night Sights.

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

#### **9.1.4(b) Rifle**

- 9.1.4(b.1) Sling;
- 9.1.4(b.2) Flashlight attachments;
- 9.1.4(b.3) Magazine carriers;
- 9.1.4(b.4) Night sights;
- 9.1.4(b.5) Bipods.

#### **9.1.4(c) Handgun**

- 9.1.4(c.1) Grip;
- 9.1.4(c.2) Flashlight attachment

## **10 FIREARMS MAINTENANCE**

- 10.1 Officers shall maintain all firearms issued to them, or approved for use by the Department, in proper working order. Officers shall not disassemble any Department issued or Department approved personally owned firearm beyond field stripping, as per the manufacturers recommendations for proper maintenance and cleaning. All other disassembly shall be conducted by the manufacturer, manufacturer authorized service center, or Department approved armorer.
- 10.2 Each repair or service transaction involving department owned weapons shall be documented and recorded.

## **11 FIREARMS PROFICIENCY, TRAINING AND TESTING**

- 11.1 Courses of fire and tests designed to require the officer to demonstrate accuracy, safety, functionality and maintenance with the firearms the officer carries or uses and knowledge of laws concerning the use of firearms.
  - 11.1.1 All persons utilizing the range facilities shall follow the direction of the Range Officer/Firearms Instructor at all times.
  - 11.1.2 Courses of fire will be designed by the firearms training staff to include scores, target types, timing, distance and practical conditions that meet the needs of the officer to be prepared for duty.
  - 11.1.3 Scores will be documented as either pass/fail when appropriate or as a numerical score of no less than 70% in each component to pass.
  - 11.1.4 Proficiency tests will include demonstrated ability of the officer to accomplish the following: drawing, holstering, clearing stoppages, loading, unloading, and the handling of a firearm in a safe manner, as designated by the firearms training staff.
  - 11.1.5 Annual firearm proficiency qualification requirements shall consist of successful completion of two out of three courses for each authorized firearm. Frequency of qualification shall be two times per year. (CALEA Standard 1.3.10 and 1.3.11 – 5<sup>th</sup> Edition)

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 11.1.6 Annual off-duty and back-up firearm proficiency qualification requirements shall consist of successful completion of a course of fire once per year for each off-duty and back-up weapon carried. (CALEA Standard 1.3.10 and 1.3.11 – 5<sup>th</sup> Edition)
  - 11.1.6(a) Officers will be allowed to qualify with only one approved off-duty weapon and one approved back-up weapon per year.
- 11.1.7 All officers who are assigned special weapons and ammunition shall successfully complete qualification courses and training designed by the firearms training staff and those in charge of the affected units on an annual basis. (CALEA Standard 1.3.10 and 1.3.11 – 5<sup>th</sup> Edition)
- 11.1.8 Remedial training shall be required of those officers who fail to achieve the minimum scores or levels of proficiency that are required by the Department. (CALEA Standard 1.3.11(c) and 33.1.5 – 5<sup>th</sup> Edition)
  - 11.1.8(a) Failure to meet the minimum standards shall result in immediate notification to the supervisor, Commander and the Chief of Police.
  - 11.1.8(b) Failure to meet the minimum standards shall result in temporary reassignment to administrative duties that do not require the use of a firearm until the standards are met.
  - 11.1.8(c) Continued failure to meet the minimum standards may result in administrative action taken against the officer as described in SOG 103.8, Administration of Discipline.
- 11.1.9 The Range Officer or Firearms Instructor conducting the firearms training shall complete records documenting all firearms training for each officer. These records shall be retained by the Training Section. (CALEA Standard 1.3.11(b) – 5<sup>th</sup> Edition)
- 11.1.10 All firearms instruction, training and qualifications shall be provided by a certified firearms instructor. (CALEA Standard 1.3.11(a) – 5<sup>th</sup> Edition)

## **12 AMMUNITION SPECIFICATIONS**

- 12.1 Officers shall carry all issued and approved firearms loaded with department issued ammunition, which shall not be modified in any way.
- 12.2 The Range Coordinator shall be responsible for purchasing and issuing ammunition for the Department. All ammunition purchase requests shall be routed to the Range Coordinator and must be approved by the requesting unit's Bureau Commander.

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 12.2.1 All duty, off-duty, backup, and training ammunition shall be produced by a major commercial manufacturer of such product and approved by the Chief of Police or designee. (CALEA 1.3.9)
  - 12.2.2 All issued duty ammunition shall be rotated at least on an annual basis.
  - 12.2.3 The department will furnish ammunition for all department issued and approved firearms.
  - 12.2.4 The department will furnish ammunition for all approved off-duty and back-up firearms, when available.
- 13 USE OF LESS LETHAL EXTENDED RANGE IMPACT DEVICES (CALEA Standard 1.3.4 and 1.3.9 – 5<sup>th</sup> Edition)
  - 13.1 There are many projectiles considered “less lethal.” The primary types used by the Springfield Police Department are the:
    - 13.1.1 Flexible baton – 12 gauge
    - 13.1.2 Non-flexible – 37/40 mm.
  - 13.2 Technical Aspects – Kinetic Energy Impact Projectiles
    - 13.2.1 Flexible Baton – 12 gauge
      - 13.2.1(a) The standard round is a 2 ¾ inch plastic 12 gauge cartridge, containing a fabric bag, filled with lead shot.
      - 13.2.1(b) Types of rounds issued by the Springfield Police Department will be evaluated prior to use.
    - 13.2.2 Non-flexible – 37mm
      - 13.2.2(a) This 37/40 mm round contains a non-flexible projectile made of polyurethane or foam.
    - 13.2.3 Multiple Projectiles – 37/40 mm
      - 13.2.3(a) 37/40mm cartridge containing either three or five wooden batons.
      - 13.2.3(b) 37/40mm cartridge containing either three or five foam batons.
      - 13.2.3(c) 37/40mm cartridge containing multiple .31caliber sting balls.
      - 13.2.3(d) 37/40mm cartridge containing multiple .50 caliber sting balls.
  - 13.3 Effectiveness
    - 13.3.1 This is the potential of the round to cause incapacitation, and reduce the subject's ability to continue their inappropriate behavior.
      - 13.3.1(a) The level of energy necessary to cause incapacitation creates the potential for injury, but when properly

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

deployed, a low probability for causing serious physical injury or death.

#### **13.4 Potential for causing death or serious physical injury.**

13.4.1 The potential for causing death or serious physical injury with such projectiles is a reality. This potential is greatly reduced when impacts to the head and neck are avoided, and when appropriate medical examination is provided in cases where the subject is struck in an area that might conceal a closed injury, including such areas as the chest, back, thoracic and abdominal cavities, and the groin.

13.4.2 When engaging a target, the officer should evaluate the effectiveness of each round during the volley. Compliance and/or incapacitation is the desired goal, and alternative target areas/response should be considered when rounds are not effective.

13.4.2(a) Alternative target area/response considerations will be based on the circumstances the officer is encountering, and the established department safety priorities.

#### **13.5 Impact Device Deployment Areas**

13.5.1 The use of kinetic energy impact projectiles are considered a Level V-Intermediate Weapons, use of force when deployed to areas of the suspect's body that are considered unlikely to cause death or serious physical injury.

13.5.2 The use of kinetic energy impact projectiles are considered a Level VI-Deadly Force, if intentionally deployed at the head or neck.

13.5.3 The less lethal projectiles will be delivered to suspect target areas based on the circumstances, the established safety priorities, and the level of force authorized.

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## SOG 304.5

### Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 13.6 12 gauge Flexible Baton Less Lethal Deployment Techniques
  - 13.6.1 12 gauge
    - 13.6.1(a) The approved assigned shotguns will be carried with lethal ammunition in the magazine.
      - 13.6.1(a.1) **Any less lethal qualified officer, who is also authorized to carry a rifle, may carry their shotgun with no ammunition in the magazine to facilitate a rapid transition to less lethal capabilities. This officer will still adhere to the standards of transition as outlined in 13.6.1(d).**
    - 13.6.1(b) The qualified officer will carry the approved less lethal rounds within ready access at all times during a tour of duty, preferably attached to weapon.
    - 13.6.1(c) Before transitioning to less lethal ammunition, the officer shall consider:
      - 13.6.1(c.1) **The level of force being confronted;**
      - 13.6.1(c.2) **The proximity/access of subject to officer;**
      - 13.6.1(c.3) **The department safety priorities.**
      - 13.6.1(c.4) **The officer will then determine if lethal cover is necessary and appropriate.**
      - 13.6.1(c.5) **Special consideration of lethal cover should be made in all cases involving subjects with firearms.**
    - 13.6.1(d) Transition
      - 13.6.1(d.1) **When a qualified officer transitions the weapon from lethal to less lethal ammunition status, the following procedures shall be performed. The officer is solely responsible for the condition of the weapon (lethal vs. less lethal rounds).**
        - 13.6.1(d.1.1) **All lethal ammunition will be removed from the weapon and remain under the control of the officer.**

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 13.6.1(d.1.2) **The officer will visually and physically inspect the chamber and magazine to insure that all lethal ammunition is removed from the shotgun.**
        - 13.6.1(d.1.3) **The officer will then load the less lethal rounds into the shotgun, visually inspecting each round prior to insertion, ensuring that each round is in fact a less lethal round.**
      - 13.6.1(e) Where application of impact weapons have been utilized and have resulted in injuries less than serious or that would impair normal life processes the following directives are to be followed:
        - 13.6.1(e.1) Completion of a Use of Force form.
        - 13.6.1(e.2) Photograph of impact area.
  - 13.7 37/40 mm Non-Flexible Less Lethal Deployment Techniques
    - 13.7.1 All 37mm less lethal delivery systems will be maintained by the Special Response Team.
      - 13.7.1(a) This system will only be deployed by SRT officers who have qualified with the weapon.
      - 13.7.1(b) This system will be deployed with a lethal weapon cover officer.
  - 13.8 Impact Device Training
    - 13.8.1 Training in the use of extended range kinetic energy impact projectiles, will consist of an approved department end user program and an annual re-certification.
  - 14 TASER (CALEA Standard 1.3.4 and 1.3.9 – 5<sup>th</sup> Edition)
    - 14.1 The TASER is a hand held battery powered Conducted Electrical Weapon. It is designed to override the sensory and motor functions of the central nervous system, causing uncontrolled contractions of the muscle tissue.

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 14.1.1 Taser International manufactures the authorized Taser and cartridges. Officers will use only cartridges approved and issued by the Department, which will not be modified in any way.
- 14.2 Employees who carry the TASER must have satisfactorily completed the SPD approved user certification training, and must complete the annual qualification. Only officers trained and certified in the use of the TASER may deploy the TASER. (CALEA 1.3.11 – 5<sup>th</sup> Edition)
  - 14.2.1 The TASER shall be carried fully armed with the safety on, in preparation for use in appropriate circumstances.
  - 14.2.2 The TASER shall be carried by general duty patrol officers in an approved holster on the support side of the body. Those authorized to use the TASER who are not assigned to general duty patrol may use other department approved holsters, and carry the weapon consistent with department training.
  - 14.2.3 Approved officers shall be issued a minimum of one spare cartridge, and have it accessible in case of cartridge failure or the need for reapplication.
  - 14.2.4 The TASER settings shall be left in factory mode where both the illumination light and the red dot feature will be turned on. Any exception to this directive will require commander approval and shall be noted on the officer's monthly inspection sheet.<sup>2</sup>
- 14.3 Loading, aiming and firing
  - 14.3.1 The TASER shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or other necessary handling outside of an operational deployment.
  - 14.3.2 In preparation of firing, the TASER shall be pointed in a safe direction, taken off safe, aimed and fired in a manner consistent with SPD approved training.
  - 14.3.3 Upon firing the TASER, the officer shall energize the subject no longer than necessary to accomplish the mission objective.
  - 14.3.4 Upon gaining compliance, the deploying officer shall remove the TASER probes from the suspect in the field in the manner addressed in training, or cause the suspect to be transferred to a medical facility for probe removal based on the circumstances presented, and consideration of the SPD approved training program. Photographs of the affected area shall be taken after the probes are removed.

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<sup>2</sup> Section 14.2.4 added requiring Tasers be left in factory mode with both the illumination light and red dot feature operable, per Policy Change Order 15-045.



## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 14.3.5 The TASER may also be used in exigent circumstances as a "touch stun" device. The unit is pressed firmly into an appropriate area based on SPD approved training.
  - 14.3.6 When the TASER is used the officer will collect the air cartridge, the wire leads, and the probes. The probes will be packaged by placing them into the expended cartridge with the pointed ends of the probes facing down. Tape will be placed around the cartridge holes to secure the probes in the cartridge. The secured probes and cartridge, as well as the wire leads, will be placed into a manila envelope and labeled with a biohazard sticker. They will be logged into the property room for safekeeping (not evidence) and retained for a 6 month period, unless notification of civil action is made or requested by an investigator.
  - 14.3.7 Officers who fire the TASER shall complete a Resistance Control Form and notify his/her supervisor as soon as practical.
- 15 INTERMEDIATE IMPACT WEAPONS (CALEA Standard 1.3.4 – 5<sup>th</sup> Edition)
  - 15.1 General requirements
    - 15.1.1 A Department-approved baton or Department assigned TASER will be carried by uniformed officers in the field at all times while on duty.
    - 15.1.2 Non-uniformed officers may carry an impact weapon at their own discretion.
  - 15.2 Authorized impact weapons (CALEA Standard 1.3.9 – 5<sup>th</sup> Edition)
    - 15.2.1 Uniformed field officers will have readily available a one piece straight baton consisting of either natural wood or polycarbonate. The length of the baton shall be no less than 24 and no greater than 27 inches. The diameter of the baton will be no less than 1 ¼ inches and no greater than 1 3/8 inches.
      - 15.2.1(a) An expandable straight baton along with a carrier will be issued to all sworn personnel who have received training.
      - 15.2.1(b) A one-piece straight baton will be issued to all uniformed officers who have received training.
      - 15.2.1(c) Personally owned impact weapons may be carried by sworn personnel if inspected and evaluated by the Defensive Tactics Instructor/Trainer or designee, and approved by the Chief of Police.
  - 15.3 Baton Carriers
    - 15.3.1 Carriers for batons will be consistent with established uniform standards and of the type and nature required to properly secure the baton.

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015

- 15.3.2 Uniformed officers will be required to have only the carrier on their duty belt for the baton that is routinely carried while on duty.
- 15.3.3 Non-uniformed officers will not be required to use a belt carrier for securing the baton.

## **16 INTERMEDIATE IMPACT WEAPONS TRAINING**

- 16.1 Training will be designed to require the officer to demonstrate proficiency with the types of weapons carried and knowledge of the laws and policies concerning the use of an intermediate weapon.
  - 16.1.1 All officers will complete a basic course of instruction in the proper use of and skill development of each type of approved impact weapon, prior to being authorized to carry the weapons while on duty.
  - 16.1.2 Officers will complete an annual recertification course in the use of impact weapons.
  - 16.1.3 All training courses will meet with POST approval along with approval of the Training Director and the Chief of Police.
  - 16.1.4 Remedial training shall be required of those officers who fail to achieve the minimum levels of proficiency that are required by the Department. (CALEA Standard 33.1.5 – 5<sup>th</sup> Edition)
    - 16.1.4(a) If the officer fails to meet the standard, the Defensive tactics instructor will inform the supervisor, Commander and the Chief of Police for further action.
    - 16.1.4(b) Continued failure to meet the minimum standards may result in administrative action taken against the officer as described in SOG 103.8, Administration of Discipline.

## **17 LESS LETHAL/TASER/INTERMEDIATE IMPACT WEAPONS RECORDS**

- 17.1 The Quartermaster is responsible for maintaining a record for each issued weapon other than firearms.
- 17.2 The Special Response Team is responsible for maintaining a record for each special weapon (firearm, less lethal, launchers, foggers, tasers, etc.) maintained in that unit.
- 17.3 A record shall include:
  - 17.3.1 Type of weapon/munition
  - 17.3.2 Manufacturer
  - 17.3.3 Model Number, if any
  - 17.3.4 Serial Number, if any
  - 17.3.5 Number of Units (munitions)

## SOG 304.5

### Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 17.3.6 Address and location of storage
    - 17.3.7 Name of personnel issued to
  - 17.4 All weapons shall be inspected and found acceptable for use by the unit supervisor prior to deployment.
- 18 CHEMICAL MUNITIONS AND AGENTS (CALEA Standard 1.3.4 and 1.3.9 – 5<sup>th</sup> Edition)
  - 18.1 Chemical Agents will be available and used to incapacitate subjects when lower levels of force have failed in the apprehension or dispersal of these subjects.
  - 18.2 Authorized tactics and application of chemical weapons shall be conducted in a manner consistent with approved training.
  - 18.3 Uniformed and non-uniformed personnel who have been approved to receive training will be issued OC Spray.
  - 18.4 The deployment of Chemical Agents other than the use of OC Spray must be authorized by a Commander. [Refer to SOG 103.5, Resistance Response].


Effective Date: 10/06/2015

23 of 24

## **SOG 304.5**

### **Training, Proficiency, and Use of Weapons**

Effective Date: 10/06/2015



#### **19 LESS LETHAL/CHEMICAL TRAINING & PROFICIENCY RECORDS**

- 19.1 At least annually, each employee shall receive in-service training on use of force policy and demonstrate proficiency with each approved less lethal weapon and chemical weapon that the employee is authorized to use. (CALEA 1.3.11 – 5<sup>th</sup> Edition)
  - 19.1.1 Such training shall be provided by an appropriate certified weapons instructor. (CALEA Standard 1.3.11(a) – 5<sup>th</sup> Edition)
  - 19.1.2 Proficiency training records shall include results from tests or demonstrations, dates, and rosters of attending officers. These records shall be maintained by the Training Section. (CALEA Standard 1.3.11(b) – 5<sup>th</sup> Edition)
  - 19.1.3 Remedial training shall be scheduled for employees who are unable to qualify with an authorized weapon. The weapons system instructor shall notify the immediate supervisor and the Bureau Commander of the employee's remedial status. (CALEA Standard 1.3.11(c) and 33.1.5 – 5<sup>th</sup> Edition)
    - 19.1.3(a) Until the employee achieves full certification, s(he) shall not be permitted to operate the specific weapons system other than in a training environment.
    - 19.1.3(b) The employee may be temporarily reassigned pending successful completion of training and certification.
  - 19.1.4 Upon the third failed attempt to achieve certification, the weapons system instructor shall forward copies of all training records to the employee's commander for possible administrative action.

#### **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 09/28/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>304.6</b>
<b>Accreditation Index:</b> 26.1.1, 41.3.5, 41.3.6			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Facilities and Equipment	
<b>Chief of Police:</b>			

## Police Uniforms and Appearance Regulations

### I Policy

To establish regulations for the proper wearing of police apparel. Officers are placed in uniform so that they all appear in the same neat, clean and orderly clothing. The uniform represents both dignity and authority. Any ornamentation deemed necessary for the uniform will be described. Any additional articles intended to dress up the uniform will not be allowed or permitted except by direct authorization of the Chief of Police.

### II Definitions

### III Procedure

#### 1 GENERAL REGULATIONS

- 1.1 While wearing the police uniform, no clothing or equipment other than that which has been approved or issued by the Department shall be visible.
- 1.2 No employee shall wear any portion of the uniform while serving a suspension.
  - 1.2.1 Upon notification of being suspended, the employee shall immediately surrender all department issued equipment including but not limited to their badge, identification card(s), and firearms to the supervisor notifying him of the suspension, if directed by the Chief of Police.
- 1.3 Uniforms and civilian clothing shall not be intermixed at any time.
- 1.4 Uniformed personnel shall not wear the uniform outside the city except while performing required duties or travelling to and from work or at the direction of the Chief of Police.
- 1.5 Court Appearances
  - 1.5.1 All employees are required to appear in court as a witness either in their regular

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

duty uniform or appropriate business attire.

- 1.5.2 Emergency Response - Personnel who receive an emergency request from a court that they are needed immediately may respond in the clothing which they were wearing when they received the emergency notification.

- 1.6 The "Americas First Responder" badge, commemorating September 11, 2001, is authorized for wear by all sworn employees during the month of September each year.

- 1.6.1 This badge is purchased at the officer's expense, and shall remain the property of the officer.

- 1.7 In-Service Training Days

- 1.7.1 The clothing standard for in-service training days shall be casual business attire suitable for office wear (e.g. open-neck sport shirt, slacks, blue jeans in good condition), BDU uniform, Field Casual uniform, or the uniform of the day.

- 1.7.2 T-shirts and tennis shoes are acceptable only on training days that include the range or defensive tactics.

- 1.7.3 The same hygiene standards (e.g. clean shaven, etc.) apply for training days as regular duty.

- 1.7.4 The Training Unit Supervisor will have the authority to allow exceptions to the above standards, if a special situation arises.

## **2 DEPARTMENT ISSUED EQUIPMENT**

- 2.1 The City maintains ownership and title of all equipment issued to an employee.

- 2.2 Equipment issued to an employee shall not be transferred or exchanged to other department personnel without the approval of a supervisor.

- 2.3 An employee who loses or damages any city-owned property shall immediately report such loss or damage to his supervisor in writing and may be held responsible for the replacement of the property when the loss or damage is due to the employee's negligence.

- 2.4 When an employee of the Department vacates their position, all issued equipment shall be surrendered to the Department.

## **3 PERSONAL GROOMING**

- 3.1 All personnel shall practice good grooming habits. Uniforms and equipment shall be maintained in a clean, serviceable condition and highly polished where applicable. Employees shall, by their appearance, set an example of neatness and conformity with these regulations.

- 3.1.1 Male Officers

- 3.1.1(a) Hair may be worn in contemporary styles as long as the hair at the back of the head is not formed in a duck tail, pigtail, fool's tail or does not touch the top edge of the collar when standing. Hair may not extend over 1-1/2" from the sides of the head. Hair may not cover the tops of the ears and be styled

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

in such a manner that it falls across the eyes under normal conditions. Sculptured haircuts, eccentric haircuts, and eccentric hair colors are prohibited.

3.1.1(b) Sideburns shall not extend below mid-ear and shall, at no point, be no more than 1" wide.

3.1.1(c) Officers shall be clean shaven with the exception of mustaches. Mustaches shall be neatly trimmed and not extend below the corners of the mouth or the contour of the upper lip.

#### **3.1.2 Female Officers**

3.1.2(a) Hair shall be of a length and style which insures safety. The hairstyle and length shall not interfere with the proper wearing of a hat or interfere with the proper use of equipment. Eccentric hair styles, pigtails, ponytails, bouffants, and eccentric hair colors are specifically prohibited. Conspicuous barrettes, pins or combs are not permitted.

## **4 TATTOOS AND BRANDS**

4.1 Officers are prohibited from having objectionable tattoos or brands. Tattoos or brands must not be visible while on duty or representing the SPD in an official capacity unless approved by the Chief of Police.

4.1.1 Officers wearing any SPD-approved uniform must fully cover any tattoos/brands with the actual clothing of the prescribed uniform. Using a wrap as covering is prohibited. A watch or jewelry may cover a tattoo/brand if it complies with Section 5 of this SOG and fully covers the tattoo.

4.1.2 Officers wearing business casual attire as required by assignment, an event, training, or court appearance must fully cover tattoos/brands with the business casual clothing. Using a wrap as covering is prohibited. A watch or jewelry may cover a tattoo/brand if it complies with Section 5 of this SOG and fully covers the tattoo.

4.1.3 Officers wearing casual clothing as allowed by assignment, an event, or during specific in-service training may fully cover tattoos/brands with a black or flesh-colored wrap. A watch or jewelry may cover a tattoo/brand if it complies with Section 5 of this SOG and fully covers the tattoo.

4.1.4 Officers are not required to cover tattoos/brands while participating in an undercover operation and/or while working in their covert office location.

4.2 Non-sworn personnel are prohibited from having objectionable tattoos or brands. Tattoos or brands must not be visible while on duty or representing the SPD in an official capacity unless approved by the Chief of Police or designee.

## **5 PERSONAL JEWELRY**

5.1 Eccentric styles or excessive quantities of personal jewelry are prohibited.



## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

5.2 No visible neck chains, necklaces or bracelets shall be worn by sworn personnel while in uniform except for medical alert bracelets.

5.3 Earrings may be worn by female employees only.

5.3.1 A single, plain earring not exceeding 1/4" in diameter only shall be permitted for uniformed female employees. The earrings may be of the ball, pin or stud type with gold or silver finish.

## **6 EYE WEAR**

6.1 Sunglasses may be worn when required for protection from harsh sunlight. Acceptable frame colors are black, brown, chrome, gold or clear. Acceptable lens tints are brown, gray, green or photo-gray. Mirrored or reflective type lenses are prohibited. Frames shall be of conventional design and are subject to department approval.

6.2 Prescription glasses may be worn by employees. Acceptable frames and lens tints are the same as for sunglasses; however, exceptions may be made on an individual basis to avoid hardship on the employee.

6.3 Plain black elastic retention bands or plain black lanyards are permitted.

## **7 CLOTHING ALLOWANCE**

7.1 Eligible employees shall be paid a clothing allowance to cover the initial cost, maintenance and replacement due to normal wear of clothing necessary to perform their jobs (refer to Administrative Memorandum #25).

7.2 Employees who damage uniforms in the performance of their duties may apply for reimbursement. Reimbursement for uniforms shall normally be prorated on the life of the article damaged.

7.3 Employees who damage personal property while in the performance of their duties may apply for replacement or repair of the property. Normally, only those articles that would be considered necessary for the performance of duties will be replaced or repaired.

## **8 LEADERSHIP COUNCIL**

8.1 Purpose – Upon direction of the Chief of Police, to review, evaluate, investigate, and approve/disapprove specific action on any police uniform change.

## **9 APPROVED UNIFORMS**

### **9.1 Dress Uniform**

9.1.1 Uniform authorized to be worn under the following conditions:

9.1.1(a) Lieutenants and above may wear this uniform as their Regular Duty Uniform.

9.1.1(b) Formal meetings, dinners or similar activities.

9.1.1(c) When authorized or directed by the Chief of Police

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

9.1.2 The Dress Uniform will consist of the following articles:

9.1.2(a) Headgear - Dark navy blue round police hat. <sup>1</sup>

9.1.2(a.1) Use is mandatory when outdoors;

9.1.2(a.2) The hat will include the following additional features:

9.1.2(a.2.1) Hat Badge;

9.1.2(a.2.2) The Chief of Police, Majors and Captains shall wear gold oak leaf clusters on the bill of the hat;

9.1.2(a.2.3) Sergeants and above shall wear a gold strap over the bill of the hat.

9.1.2(b) Shirt - Dark navy blue, long-sleeve, banded collar shirt with the following features.

9.1.2(b.1) Tie - The uniform tie shall be of a black clip-on design. During special events and ceremonies, commanders may direct the tie be worn tucked between the second and third buttons of the uniform shirt.

9.1.2(b.2) Issued breast badge centered over the left pocket.

9.1.2(b.3) Brass Name Tag - Worn with the bottom edge even with the top edge of the right breast pocket and centered;

9.1.2(b.4) Shoulder Patches - A department shoulder patch shall be worn on both sleeves sewn on 1/2" below the shoulder seam.

9.1.2(b.5) Rank Insignia:

9.1.2(b.5.1) Chief of Police rank insignia, Gold Eagle, worn proportionally centered on the shoulder epaulets.

9.1.2(b.5.2) Majors – rank insignia, Gold Oak Leaf Cluster, worn proportionally centered on the shoulder epaulets.

9.1.2(b.5.3) Captains-rank insignia, Double Gold Bar worn proportionally centered on the shoulder epaulets.

9.1.2(b.5.4) Lieutenants – rank insignia, Single Gold Bar, worn proportionally centered on the shoulder epaulets.

9.1.2(b.5.5) Sergeants and Corporals – rank insignia on both sleeves with the top edge of the insignia 1/2" below the shoulder patch.

9.1.2(b.6) SPD Pins- 1/4" from the point of the collar with the bottom edge of the brass aligned with the vertical stitching of the collar.

9.1.2(b.7) Service Stars - (Optional) Worn on the lower left sleeve with one yellow gold thread star for each five years of service.

9.1.2(b.8) Department Awards (Optional) – Refer to SOG 103.6 –

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<sup>1</sup> Section 9.1.2(a) revised, subsection referencing transition from eight-point hat removed, per PCO 17-055.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

#### **Department Awards Program.<sup>2</sup>**

9.1.2(b.9) Mourning Band – worn across the center of the breast badge upon order of the Chief of Police.

#### **9.1.2(b.10) Unit Pins:**

9.1.2(b.10.1) Worn with the bottom edge even with the top edge of the brass name tag and centered.

9.1.2(b.10.2) No more than one unit pin may be worn at one time.

9.1.2(b.10.3) Unit pins shall be 1 7/8" wide by 1/2" tall and be consistent in design.

9.1.2(b.10.4) All unit pins shall be approved by the Chief of Police.

9.1.2(b.10.5) The Chief of Police will maintain a list of approved unit pins.

9.1.2(c) Trousers - Dark navy uniform trouser with 1 1/2" black stripes centered on the outer seams of the trouser legs.

9.1.2(c.1) Length shall allow the front of the trouser to touch the top front of the shoe and allow a slight break in the front crease.

#### **9.1.2(d) Footwear**

9.1.2(d.1) All leather, lace-up, black shoe with a rounded plain toe.

9.1.2(d.2) Wellington type boot with a maximum upper height of 12".

9.1.2(d.3) Lace-up, black boot.

9.1.2(d.3.1) Nylon "uppers" are acceptable with this type of boot.

9.1.2(d.4) Socks shall be worn, the visible portion of the sock will be solid black, the length of the sock shall ensure that the officer's bare legs are concealed.

#### **9.1.2(e) Utility Belt**

9.1.2(e.1) Finish shall be plain black with Velcro closures or hidden snaps and with no visible buckle or brass showing.

9.1.2(e.1.1) All optional equipment shall match the leather belt style used by the officer.

9.1.2(e.2) Belt system shall consist of:

9.1.2(e.2.1) Duty belt with four rows of stitching with trouser snap loops or under belt;

9.1.2(e.2.2) Security holster with a minimum Level 1 retention system designed by the manufacturer for uniformed-duty purposes only (Duty-rated concealment holsters are not authorized);

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<sup>2</sup> Section previously numbered 9.1.2(b.9) deleted; aiguillette no longer part of the dress uniform, subsequent sections were renumbered accordingly; per Policy Change Order 17-055.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- 9.1.2(e.2.3) Ammunition case(s);
- 9.1.2(e.2.4) Single handcuff case with stainless, nickel, or black handcuffs (use of other colored handcuffs is prohibited);
- 9.1.2(e.2.5) Chemical munitions case;
- 9.1.2(e.2.6) Baton or ASP holder;
- 9.1.2(e.2.7) At least one keeper holding the exposed end of the top belt in place.

9.1.2(e.3) The following optional accessories may be worn: <sup>3</sup>

- 9.1.2(e.3.1) Portable radio holder;
- 9.1.2(e.3.2) Flashlight holder;
- 9.1.2(e.3.3) Baton holder;
- 9.1.2(e.3.4) Rubber glove pouch;
- 9.1.2(e.3.5) Key ring;
- 9.1.2(e.3.6) Knife case;
- 9.1.2(e.3.7) Additional handcuffs must be carried in a case if visible;
- 9.1.2(e.3.8) Cell Phone – attached directly to the belt (not to an accessory).

## **9.2 Command Dress Uniform**

9.2.1 Authorized to be worn by command level personnel, Sergeants and above, under the following conditions:

- 9.2.1(a) Formal meetings, dinners, academy graduations, and funerals;
- 9.2.1(b) When authorized or directed by the Chief of Police;
- 9.2.1(c) The Command Dress Uniform is optional for Sergeants.

9.2.2 The Command Dress Uniform will consist of the following articles:

9.2.2(a) Headgear: Dark navy blue round police hat. <sup>4</sup>

9.2.2(a.1) Use is mandatory when outdoors;

9.2.2(a.2) The hat will include the following additional features:

- 9.2.2(a.2.1) Hat Badge;
- 9.2.2(a.2.2) The Chief of Police, Majors and Captains shall wear gold oak leaf clusters on the bill of the hat;
- 9.2.2(a.2.3) Sergeants and above shall wear a gold strap over the bill of the hat.

9.2.2(b) Shirt- White, long-sleeve, no button-down collar, no collar pins.

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<sup>3</sup> Section 9.1.2(e.3) revised, pager removed from list of optional belt accessories, per PCO 17-055.

<sup>4</sup> Section 9.2.2(a) revised, subsection referencing transition from eight-point hat removed, per PCO 17-055.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- 9.2.2(b.1) Tie- uniform, black, standard tie-able (non-clip on).
  - 9.2.2(c) Dress Coat- equivalent to Fechheimer Flying Cross, LAPD Navy 38833 Dacron Polyester Single-Breasted Dress Coat with the following features:
    - 9.2.2(c.1) Issued breast badge worn over left breast.
    - 9.2.2(c.2) Brass Name Tag - worn over right breast.
    - 9.2.2(c.3) Shoulder Patches – A department shoulder patch shall be worn on both sleeves sewn on 1/2” below the shoulder seam.
    - 9.2.2(c.4) Rank Insignia:
      - 9.2.2(c.4.1) Chief of Police - four gold stripes worn on each forearm sleeve and gold eagle insignia on each shoulder.
      - 9.2.2(c.4.2) Major - three gold stripes worn on each forearm sleeve and gold oak leaves each shoulder.
      - 9.2.2(c.4.3) Captain - two gold stripes worn on each forearm sleeve and double gold bar each shoulder.
      - 9.2.2(c.4.4) Lieutenant - one gold stripe worn on each forearm sleeve and single gold bar each shoulder.
      - 9.2.2(c.4.5) Sergeant - no forearm stripes, Sergeant chevrons.
  - 9.2.2(d) Trousers- equivalent to Fechheimer Flying Cross, T-1 LAPD Navy Serge Weave 38233 trousers.
    - 9.2.2(d.1) Length shall allow the front of the trouser to touch the top front of the shoe and allow a slight break in the front crease.
  - 9.2.2(e) Footwear- black oxford, round toe, lace-up shoe.
    - 9.2.2(e.1) Boots are not authorized.
  - 9.2.2(f) Service Weapon- Shall be carried concealed beneath the dress coat.
- 9.3 Regular Duty Uniform
- 9.3.1 The Regular Duty Uniform shall be the standard uniform of the day for all uniformed personnel of the rank of Lieutenant and below unless otherwise authorized within this policy or directed by a supervisor.
  - 9.3.2 The Regular Duty Uniform will consist of the following articles:
    - 9.3.2(a) Headgear
      - 9.3.2(a.1) Dark navy blue round police hat with the following additional features: <sup>5</sup>
        - 9.3.2(a.1.1) Hat badge;
        - 9.3.2(a.1.2) The Chief of Police, Majors and Captains shall wear gold oak leaf cluster on the bill of the hat.
        - 9.3.2(a.1.3) Sergeants and above shall wear a gold cap strap over the bill of the hat.

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<sup>5</sup> Section 9.3.2(a.1) revised, subsection referencing transition from eight-point hat removed, per PCO 17-055.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- 9.3.2(a.1.4) Use of the hat is optional unless otherwise directed by a supervisor.
- 9.3.2(a.2) Black pile cap with pull down flap.
  - 9.3.2(a.2.1) Hat badge attached to the front.
  - 9.3.2(a.2.2) Wearing of the black pile cap is optional during periods of cold weather.
- 9.3.2(a.3) Black watch cap composed of wool or natural or synthetic fleece.
  - 9.3.2(a.3.1) The watch cap will be worn tightly over the head and is optional during periods of cold weather.
- 9.3.2(a.4) Black balaclava.
  - 9.3.2(a.4.1) Wearing of the black balaclava is optional during periods of extreme cold only when the officer is exposed to these conditions for an extended period of time, such as a barricade or traffic control.
- 9.3.2(b) Shirt – Dark navy blue, banded open-collar, short or long-sleeve shirt with the following features:
  - 9.3.2(b.1) The uniform shirt shall be worn with a black crew neck T-shirt showing behind the open collar.
    - 9.3.2(b.1.1) The T-shirt sleeves shall not be visible below the sleeves of the uniform shirt.
  - 9.3.2(b.2) The long-sleeve uniform shirt may be worn with a black mock long-sleeve turtleneck.
  - 9.3.2(b.3) Issued breast badge centered over left pocket;
  - 9.3.2(b.4) Brass Name Tag - Worn with the bottom edge even with the top edge of the right breast pocket and centered;
  - 9.3.2(b.5) Shoulder Patches - A department shoulder patch shall be worn on both sleeves sewn on 1/2" below the shoulder seam.
  - 9.3.2(b.6) Rank Insignia:
    - 9.3.2(b.6.1) Chief of Police rank insignia, Gold Eagle, worn proportionally centered on the shoulder epaulets.
    - 9.3.2(b.6.2) Majors – rank insignia, Gold Oak Leaf Cluster, worn proportionally centered on the shoulder epaulets.
    - 9.3.2(b.6.3) Captains-rank insignia, Double Gold Bar each shoulder, worn proportionally centered on the shoulder epaulets.
    - 9.3.2(b.6.4) Lieutenants – rank insignia, Single Gold Bar, worn proportionally centered on the shoulder epaulets.
    - 9.3.2(b.6.5) Sergeants and Corporals – rank insignia on both sleeves with the top edge of the insignia 1/2" below the

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

shoulder patch and centered.

- 9.3.2(b.7) SPD pins 1/4" from the point of the collar with the bottom edge of the brass aligned with the horizontal stitching of the collar.
- 9.3.2(b.8) Service Stars - (Optional, Long-sleeve shirt only) Worn on the lower left sleeve with one yellow gold thread star for each five years of service.
- 9.3.2(b.9) Department Awards: (Optional) – Refer to SOG 103.6 – Department Awards Program.
- 9.3.2(b.10) Mourning Band – worn across the center of the breast badge upon order of the Chief of Police.
- 9.3.2(b.11) Unit Pins:
  - 9.3.2(b.11.1) Worn with the bottom edge even with the top edge of the brass name tag and centered.
  - 9.3.2(b.11.2) No more than one unit pin may be worn at one time.
  - 9.3.2(b.11.3) Unit pins shall be 1 7/8" wide by 1/2" tall and be consistent in design.
  - 9.3.2(b.11.4) All unit pins shall be approved by the Chief of Police.
  - 9.3.2(b.11.5) The Chief of Police will maintain a list of approved unit pins.
- 9.3.2(c) Trousers - Dark navy uniform trouser with 1-1/2" black stripes centered on the outer seams of the trouser legs.
  - 9.3.2(c.1) Length shall allow the front of the trousers to touch the top front of the shoe and allow a slight break in the front crease.
- 9.3.2(d) Footwear
  - 9.3.2(d.1) All leather, lace-up, black shoe with a rounded plain toe.
  - 9.3.2(d.2) Wellington type boot with a maximum upper height of 12".
  - 9.3.2(d.3) Lace-up, black boot.
    - 9.3.2(d.3.1) Nylon "uppers" are acceptable with this type of boot.
  - 9.3.2(d.4) Socks shall be worn, the visible portion of the sock will be solid black, the length shall ensure that the officer's bare legs are concealed.
- 9.3.2(e) Utility Belt
  - 9.3.2(e.1) Finish shall be plain black with Velcro closures or hidden snaps and with no visible buckle or brass showing.
    - 9.3.2(e.1.1) All optional equipment shall match the belt style used by the officer.
  - 9.3.2(e.2) Belt system shall consist of:
    - 9.3.2(e.2.1) Duty belt with four rows of stitching with trouser snap loops or under belt;

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- 9.3.2(e.2.2) Security holster with a minimum Level 1 retention system designed by the manufacturer for uniformed-duty purposes only (Duty-rated concealment holsters are not authorized);
- 9.3.2(e.2.3) Ammunition case(s);
- 9.3.2(e.2.4) Single handcuff case with stainless, nickel, or black handcuffs (use of other colored handcuffs is prohibited);
- 9.3.2(e.2.5) Chemical munitions case;
- 9.3.2(e.2.6) Baton or ASP holder;
- 9.3.2(e.2.7) At least one keeper holding the exposed end of the top belt in place.

#### 9.3.2(e.3) The following optional accessories may be worn: <sup>6</sup>

- 9.3.2(e.3.1) Portable radio holder;
- 9.3.2(e.3.2) Flashlight holder;
- 9.3.2(e.3.3) Baton holder;
- 9.3.2(e.3.4) Rubber glove pouch;
- 9.3.2(e.3.5) Key ring;
- 9.3.2(e.3.6) Knife case;
- 9.3.2(e.3.7) Additional handcuffs must be carried in a case if visible;
- 9.3.2(e.3.8) Cell Phone – attached directly to the belt (not to an accessory).

## **9.4 BDU Utility Uniform**

9.4.1 The BDU Utility Uniform is an optional and restricted uniform which is authorized at the discretion of the Chief of Police or designee.

9.4.2 The BDU Uniform will consist of the following articles:

### 9.4.2(a) Headgear

9.4.2(a.1) Black baseball style cap with printed logo; "Springfield Police" in yellow gold thread on the front.

9.4.2(a.1.1) Use is optional except when ordered by a supervisor.

### 9.4.2(a.2) Black pile cap with pull down flap

9.4.2(a.2.1) Hat badge attached to the front

9.4.2(a.2.2) Wearing of the black pile cap is optional during inclement weather only.

9.4.2(b) Shirt - Black, cotton/polyester blend, similar to Brigade Quartermaster style 7838, long or short sleeved shirt tucked into the trousers with the following

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<sup>6</sup> Section 9.3.2(e.3) revised, pager removed from list of optional belt accessories, per PCO 17-055.



## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

features:

9.4.2(b.1) The uniform shirt shall be worn with a black crew neck T-shirt showing behind the open collar.

9.4.2(b.1.1) The T-shirt sleeves shall not be visible below the sleeves of the uniform shirt

9.4.2(b.2) The long-sleeve uniform shirt may be worn with a black turtleneck or mock turtleneck shirt with seamless, ribbed collar.

9.4.2(b.3) Cloth breast badge centered above left breast pocket.

9.4.2(b.4) Cloth name tag centered above right breast pocket flap. Name tag shall be sewn in yellow gold thread and letters approximately 3/4" high.

9.4.2(b.5) Shoulder Patches - A shoulder patch shall be worn on both sleeves sewn 1/2" below shoulder seam.

9.4.2(b.6) Rank Insignia

9.4.2(b.6.1) Chief of Police rank insignia, Gold Eagle, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.

9.4.2(b.6.2) Majors rank insignia, Gold Oak Leaf Cluster, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.

9.4.2(b.6.3) Captains rank insignia, Double Gold Bar, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.

9.4.2(b.6.4) Lieutenants rank insignia, Single Gold Bar, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.

9.4.2(b.6.5) Sergeants and Corporals rank insignia on both sleeves with the top edge of the insignia 1/2" below the shoulder patch and centered.

9.4.2(b.7) Service Stars - (Optional, Long-sleeve shirt only) Worn on the lower left sleeve with one yellow gold thread star for each five years of service.

9.4.2(c) Trousers

9.4.2(c.1) Black, cotton/polyester blend with 6 pockets, button fly and drawstring cuffs.

9.4.2(c.1.1) Trousers may be worn tucked into boots, bloused, or

9.4.2(c.1.2) Worn over the boot with the drawstring removed, the length shall allow the front of the trousers to touch the top front of the shoe and allow a slight break in the front crease.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

9.4.2(c.2) Black cotton/polyester blend “Propper” model #F522082001

9.4.2(c.2.1) Length shall allow the front of the trouser to touch the top front of the shoe and allow a slight break in the front crease.

9.4.2(d) Footwear - Lace-up, black boot having a plain round toe and leather lower portion.

9.4.2(e) Utility Belt

9.4.2(e.1) Finish shall be plain, black leather with Velcro closures or hidden snaps and with no visible buckle or brass showing or a similar system constructed of black ballistic nylon.

9.4.2(e.1.1) All optional equipment shall match the system used by the officer.

9.4.2(e.2) Belt system shall consist of:

9.4.2(e.2.1) Duty belt with four rows of stitching with trouser snap loops or under belt;

9.4.2(e.2.2) Security holster with a minimum Level 1 retention system designed by the manufacturer for uniformed-duty purposes only (Duty-rated concealment holsters are not authorized);

9.4.2(e.2.3) Ammunition case(s);

9.4.2(e.2.4) Single handcuff case with stainless, nickel, or black handcuffs (use of other colored handcuffs is prohibited);

9.4.2(e.2.5) Chemical munitions case;

9.4.2(e.2.6) Baton or ASP holder;

9.4.2(e.2.7) At least one keeper holding the exposed end of the top belt in place.

9.4.2(e.3) The following optional accessories may be worn: <sup>7</sup>

9.4.2(e.3.1) Portable radio holder;

9.4.2(e.3.2) Flashlight holder;

9.4.2(e.3.3) Baton holder;

9.4.2(e.3.4) Rubber glove pouch;

9.4.2(e.3.5) Key ring;

9.4.2(e.3.6) Knife case;

9.4.2(e.3.7) Additional handcuffs (must be carried in a case if visible);

9.4.2(e.3.8) Cell Phone – attached directly to the belt (not to an accessory).

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<sup>7</sup> Section 9.4.2(e.3) revised, pager removed from list of optional belt accessories, per PCO 17-055.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

#### **9.5 Field Casual Uniform**

9.5.1 The Field Casual Uniform is an optional and restricted uniform which is authorized at the discretion of the Chief of Police or designee.

9.5.2 The Field Casual Uniform will consist of the following articles:

9.5.2(a) Summer Shirt – Black short-sleeve Polo style shirt.

9.5.2(a.1) The shirt shall be worn with a black crew neck T-shirt showing behind the open collar.

9.5.2(a.1.1) The T-shirt sleeves shall not be visible below the sleeves of the Polo shirt.

9.5.2(a.2) Badge embroidered in yellow gold thread on left breast.

9.5.2(a.3) Officer name and rank embroidered in gold on right breast.

9.5.2(a.4) Optional - “POLICE” silk screened on back of shirt between the shoulder blades in 3 1/2” yellow gold letters.

9.5.2(b) Winter Shirt – Black Mock long-sleeve or cotton/polyester blend shirt or Black long-sleeve Polo style shirt.

9.5.2(b.1) Badge embroidered in yellow gold thread on left breast.

9.5.2(b.2) Officer name and rank embroidered in yellow gold thread on right breast.

9.5.2(b.3) “SPD” embroidered in yellow gold thread on the left of the collar.

9.5.2(b.4) Optional - “POLICE” silk screened on back of shirt between shoulder blades in 3 1/2” yellow gold letters.

9.5.2(c) Trousers - Khaki colored 6 pocket trouser similar to “Propper” model #F522082250, 511 model #74251, or 511 model #74273 in the coyote color.

9.5.2(c.1) Length shall allow the front of the trouser to touch the top front of the shoe and allow a slight break in the front crease.

9.5.2(d) Footwear

9.5.2(d.1) All leather, lace-up, black shoe with a rounded plain toe.

9.5.2(d.2) Wellington type boot with a maximum upper height of 12”.

9.5.2(d.3) Lace-up, black boot.

9.5.2(d.3.1) Nylon “uppers” are acceptable with this type of boot.

9.5.2(d.3.2) If wearing a duty belt, black boots must be worn.

9.5.2(d.4) Lace-up, brown/tan boot or hiking style boot.

9.5.2(d.4.1) Nylon “uppers” are acceptable with this type of boot.

9.5.2(d.4.2) A tan belt shall be worn when wearing brown/tan boots. Brown/tan boots are not authorized with a duty belt.

9.5.2(d.5) Socks shall be worn, the visible portion of the sock will be solid black, the length shall ensure that the officer’s bare legs are concealed.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

#### **9.5.2(e) Utility Belt**

9.5.2(e.1) Finish shall be plain, black with Velcro closures or hidden snaps and with no visible buckle or brass showing.

9.5.2(e.1.1) All optional equipment shall match the belt style used by the officer.

9.5.2(e.2) Belt system shall consist of:

9.5.2(e.2.1) Duty belt with four rows of stitching with trouser snap loops or under belt;

9.5.2(e.2.2) Security holster with a minimum Level 1 retention system designed by the manufacturer for uniformed-duty purposes only (Duty-rated concealment holsters are not authorized);

9.5.2(e.2.3) Ammunition case(s);

9.5.2(e.2.4) Single handcuff case with stainless, nickel, or black handcuffs (use of other colored handcuffs is prohibited);

9.5.2(e.2.5) At least one keeper holding the exposed end of the top belt in place.

9.5.2(e.3) The following optional accessories may be worn: <sup>8</sup>

9.5.2(e.3.1) Chemical munitions case;

9.5.2(e.3.2) Baton or ASP holder;

9.5.2(e.3.3) Portable radio holder;

9.5.2(e.3.4) Flashlight holder;

9.5.2(e.3.5) Baton holder;

9.5.2(e.3.6) Rubber glove pouch;

9.5.2(e.3.7) Key ring;

9.5.2(e.3.8) Knife case;

9.5.2(e.3.9) Additional handcuffs (must be carried in a case if visible);

9.5.2(e.3.10) Cell Phone – attached directly to the belt (not to an accessory).

9.5.2(e.4) If working an administrative assignment, a plain black or brown belt may be worn with an off duty/duty holster and badge attached to the belt. The belt shall match the boots.

#### **9.6 Honor Guard Uniform**

9.6.1 Uniform authorized to be worn under the following conditions:

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<sup>8</sup> Section 9.5.2(e.3) revised, pager removed from list of optional belt accessories, per PCO 17-055.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- 9.6.1(a) When authorized or directed by the Chief of Police.
- 9.6.2 The honor guard uniform shall be the same as the Dress Uniform with the following exceptions:
  - 9.6.2(a) Hat - Clarino hat frame with white cloth cover, gold metal cap strap and hat badge.
  - 9.6.2(b) White aiguillette with two outside ropes.
  - 9.6.2(c) White ascot in place of tie.
  - 9.6.2(d) White stretch nylon gloves. The gloves shall be worn or tucked into the right side of the waistband with the fingers outward.
  - 9.6.2(e) Uniform trousers with "West Point Cut" and small belt loops.
  - 9.6.2(f) Black Clarino shoes with black socks.
  - 9.6.2(g) White web belt with brass buckle or black Clarino belt with brass buckle. Revolver in "Widow Maker Holster". Four Clarino belt keepers with brass snaps.
- 9.6.3 The accessories listed in section 9.6.2(a) through 9.6.2(g) will be issued by the department at the time the officer is assigned to the unit.
- 9.7 Bicycle Uniform
  - 9.7.1 Uniform only authorized while operating a police bicycle or actively engaged in activities arising from the operation of a police bicycle.
  - 9.7.2 The Bicycle Uniform will consist of the following articles:
    - 9.7.2(a) Headgear - A polystyrene, micro-shell solid black cycling helmet issued to the officer when assigned to the unit with the following features:
      - 9.7.2(a.1) Must be SNELL or ANSI approved with a one-piece strapping system.
      - 9.7.2(a.2) "POLICE" in 1" white retro-reflective letters on each side.
      - 9.7.2(a.3) Use is mandatory any time the officer is on a bike, the helmet will be worn and the safety straps locked.
    - 9.7.2(b) Safety Glasses -Eye protection made of predominantly gray or clear plexiglass or safety-rated glass lenses is recommended during the operation of a bicycle.
      - 9.7.2(b.1) Upon request safety glasses may be issued to an officer. If issued, the officer is required to wear the safety glasses at all times while on bicycle patrol.
    - 9.7.2(c) Shirt
      - 9.7.2(c.1) Lightweight, black, short-sleeve, open-collar shirt appropriate for Police bicycle patrol with the following features;
        - 9.7.2(c.1.1) The shirt shall be worn with a black crew neck T-shirt showing behind the open collar. The T-shirt sleeves shall not be visible below the sleeves of the Polo shirt.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- 9.7.2(c.1.2) Badge embroidered in yellow gold thread on left breast.
- 9.7.2(c.1.3) The officer's last name will be embroidered, in yellow gold thread, above and centered on the right breast pocket.
- 9.7.2(c.1.4) Shoulder patches – A department shoulder patch shall be worn on both sleeves. Each patch shall be sewn on 1/2” below the shoulder seam.
- 9.7.2(c.1.5) Lieutenants rank insignia, Single Gold Bar, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.
- 9.7.2(c.1.6) Rank Insignia - Sergeants and Corporals – rank insignia on both sleeves with the top edge of the insignia 1/2” below the shoulder patch.
- 9.7.2(c.1.7) Optional – “POLICE” silk screened on back of shirt between shoulder blades in 3 1/2” yellow gold letters.
- 9.7.2(c.1.8) During cold weather, officers may wear a black turtleneck or balaclava to reduce the wind effect.

#### **9.7.2(d) Trousers**

- 9.7.2(d.1) Solid black tactical shorts appropriate for Police bicycle patrol.
- 9.7.2(d.2) Solid black long pants, appropriate for Police bicycle patrol.

#### **9.7.2(e) Footwear**

- 9.7.2(e.1) Shoes will be of an all black leather or synthetic leather flat-soled, athletic-type, lace-up design. Shoes may have seams or ventilation holes, but not colored stripes or insignia.
- 9.7.2(e.2) Socks worn with shorts will be ankle high, solid white or black with no stripes or insignia.
- 9.7.2(e.3) Socks worn with long pants will be solid black, or such that any white areas, as well as the officer's bare leg, are concealed.

#### **9.7.2(f) Utility Belt**

- 9.7.2(f.1) Finish shall be plain, black leather with Velcro closures or hidden snaps and with no visible buckle or brass showing or a similar system constructed of black ballistic nylon.
  - 9.7.2(f.1.1) All optional equipment shall match the system used by the officer, leather and ballistic nylon may not be mixed.
- 9.7.2(f.2) Belt system shall consist of:
  - 9.7.2(f.2.1) Duty belt with four rows of stitching with trouser snap loops or under belt;
  - 9.7.2(f.2.2) Security holster with a minimum Level 1 retention system designed by the manufacturer for uniformed-

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- duty purposes only (Duty-rated concealment holsters are not authorized);
- 9.7.2(f.2.3) Ammunition case(s);
- 9.7.2(f.2.4) Single handcuff case with stainless, nickel, or black handcuffs (use of other colored handcuffs is prohibited);
- 9.7.2(f.2.5) Chemical munitions case;
- 9.7.2(f.2.6) Baton or ASP holder;
- 9.7.2(f.2.7) At least one keeper holding the exposed end of the top belt in place.
- 9.7.2(f.3) The following optional accessories may be worn: <sup>9</sup>
  - 9.7.2(f.3.1) Portable radio holder;
  - 9.7.2(f.3.2) Flashlight holder;
  - 9.7.2(f.3.3) Baton holder;
  - 9.7.2(f.3.4) Rubber glove pouch;
  - 9.7.2(f.3.5) Key ring;
  - 9.7.2(f.3.6) Knife case;
  - 9.7.2(f.3.7) Additional handcuffs (must be carried in a case if visible);
  - 9.7.2(f.3.8) Cell Phone – attached directly to the belt (not to an accessory.)
- 9.7.2(g) Coat -Solid black jacket or coat, appropriate for Police bicycle patrol with the following features:
  - 9.7.2(g.1) Badge embroidered in yellow gold thread on left breast.
  - 9.7.2(g.2) Shoulder patches – A department shoulder patch shall be worn on both sleeves sewn on 1/2” below the shoulder seam.
  - 9.7.2(g.3) Rank Insignia:
    - 9.7.2(g.3.1) Lieutenants – single gold bar embroidered in yellow gold thread worn proportionally centered on the shoulder epaulets.
    - 9.7.2(g.3.2) Sergeants and Corporals – rank insignia on both sleeves with the top edge of the insignia 1/2” below the shoulder patch
- 9.7.2(h) Gloves -Solid black or predominantly black padded cycling gloves will be worn at all times when cycling. (Fingerless gloves optional.)
- 9.7.2(i) Issued Equipment
  - 9.7.2(i.1) Officers assigned to the MSU and Drury Police Substations will have the following bicycle uniform equipment issued to them at

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<sup>9</sup> Section 9.7.2(f.3) revised, pager removed from list of optional belt accessories, per PCO 17-055.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

the time of their assignment, if funds are available. This is a onetime issue, replacement items will be purchased by the officer:

- 9.7.2(i.1.1) Two short-sleeve uniform shirts
  - 9.7.2(i.1.2) Two pairs of shorts
  - 9.7.2(i.1.3) Two long-sleeve uniform shirts
  - 9.7.2(i.1.4) One pair of uniform shoes
  - 9.7.2(i.1.5) One police bicycle helmet
  - 9.7.2(i.1.6) One pair of uniform gloves
  - 9.7.2(i.1.7) One pair of long pants.
  - 9.7.2(i.1.8) One uniform coat. The uniform coat shall be returned to the unit supervisor upon transfer from the bicycle unit.
- 9.7.2(i.2) All other bicycle patrol positions in the COP section, other than MSU and Drury, may request the following bicycle uniform equipment be issued to them at the time of their assignment, if funds are available. This is a onetime issue, replacement items will be purchased by the officer:
- 9.7.2(i.2.1) One short-sleeve uniform shirt
  - 9.7.2(i.2.2) One pair of shorts
  - 9.7.2(i.2.3) One pair of uniform gloves
  - 9.7.2(i.2.4) One police bicycle helmet

## **9.8 Motorcycle Uniform**

9.8.1 The motorcycle uniform shall be the Regular Duty Uniform unless otherwise directed by a supervisor with the following exceptions:

- 9.8.1(a) Headgear – Wearing issued helmet is mandatory while operating a motorcycle.
- 9.8.1(b) Trousers - Same as Regular Duty Uniform except reinforced and designed for motorcycle riders.
- 9.8.1(c) Optional Shirt – Lightweight, dark navy blue (similar to Olympic Uniforms Class A Uniform Shirt style CMA252 (s/s) or CMA258 (l/s)), short or long-sleeve, open-collar shirt appropriate for Police motorcycle patrol with the following features;
  - 9.8.1(c.1) The short-sleeve shirt shall be worn with a black crew neck T-shirt showing behind the open collar.
    - 9.8.1(c.1.1) T-shirt sleeves shall not be visible below the sleeves of the uniform shirt.
  - 9.8.1(c.2) The long-sleeve uniform shirt may be worn with a black crew neck T-shirt, a black turtleneck, or mock turtleneck shirt with seamless, ribbed collar.



## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- 9.8.1(c.3) Cloth breast badge centered above left breast pocket.
- 9.8.1(c.4) The officer's last name will be embroidered, in yellow gold thread and letters approximately ¾" high, centered above the right breast pocket.
- 9.8.1(c.5) Shoulder patches – A department shoulder patch shall be worn on both sleeves. Each patch shall be sewn on 1/2" below the shoulder seam.
- 9.8.1(c.6) Rank Insignia
  - 9.8.1(c.6.1) Lieutenant – Single Gold Bar, stitched in yellow gold thread, worn proportionally centered on the shoulder epaulets.
  - 9.8.1(c.6.2) Sergeants and Corporals – Rank insignia on both sleeves with the top edge of the insignia 1/2" below the shoulder patch.
- 9.8.1(d) Boots – All black, round-toed, full-length boot worn on the outside of the trousers.
- 9.8.1(e) Leather Coat - Black Phoenix Mdl. #4459 leather jacket (Jacket is not available for purchase after January 1, 2015. If owned prior to January 1, 2015, it may be worn until January 1, 2020.)
  - 9.8.1(e.1) Badge – Issued breast badge centered over left pocket.
  - 9.8.1(e.2) Shoulder Patches – A department shoulder patch shall be worn on both sleeves sewn on 1/2" below the shoulder seam.
- 9.8.1(f) Outer Protective Wear – TourMaster Flex-LE 2.0 Jacket and TourMaster Flex-LE otb pants. The TourMaster Flex-LE 2.0 Jacket may be worn without the pants, but the TourMaster Flex-LE otb pants may only be worn with the TourMaster Flex-LE 2.0 Jacket. It shall not be worn with any other department approved jacket/coat.
  - 9.8.1(f.1) Badge – Brass or optional cloth breast badge centered over left pocket.
  - 9.8.1(f.2) Shoulder Patches – A department shoulder patch shall be worn on both sleeves sewn on 1/2" below the shoulder seam.
- 9.8.1(g) Gloves – Solid black or predominantly black gloves. (Fingerless gloves optional.)
- 9.8.1(h) During cold weather, officers may wear a black turtleneck or balaclava to reduce the wind effect.
- 9.8.2 Issued Equipment
  - 9.8.2(a) Officers assigned to the Traffic Unit who become motorcycle qualified will have the following motorcycle uniform equipment issued to them at the time of their qualification, if funds are available.
    - 9.8.2(a.1) One pair of motorcycle boots, Chippewa model #71418.17 steel

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

toe buckle boot.

9.8.2(a.1.1) Motorcycle boots are a onetime issue, replacement items will be purchased by the officer.

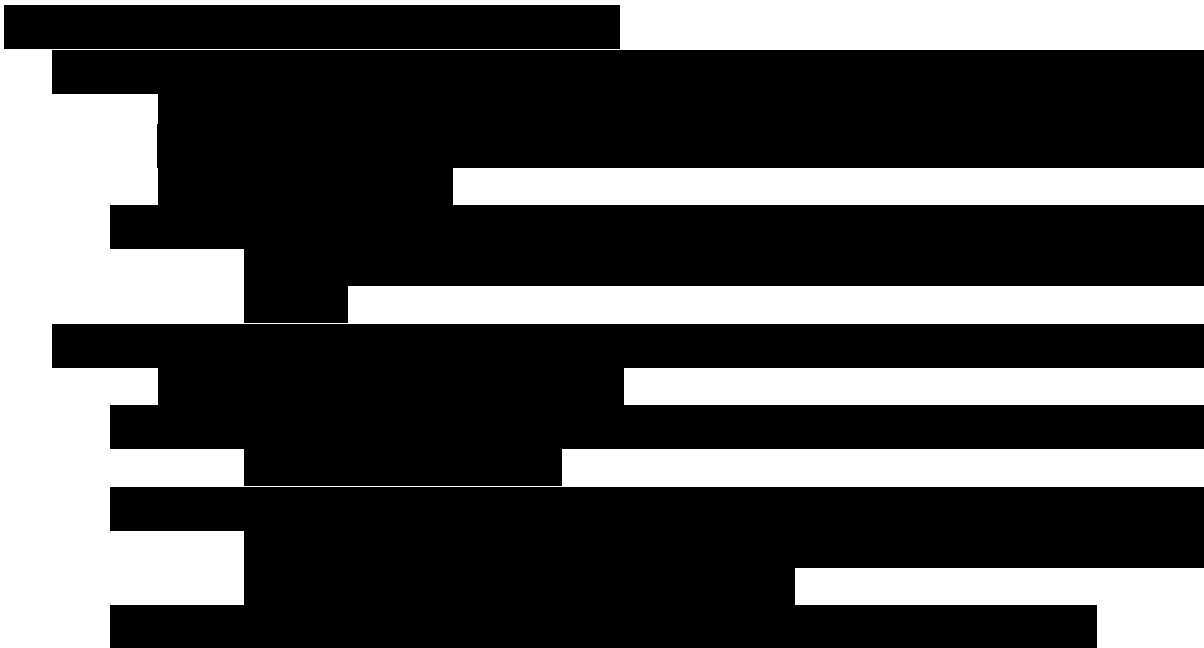
9.8.2(a.2) One two-tone white over black motorcycle helmet, SuperSeer model #S1602.

9.8.2(a.2.1) The helmet will have a plain black visor for officers and a gold strap for officers of rank.

9.8.2(a.2.2) The helmet will display a gold "Police" sticker on the front.

9.8.2(a.3) One shoulder microphone, Setcom Supermic model.

## **10 UNIFORM ACCESSORIES**



### **10.2 Coats**

10.2.1 All Uniform coats and windbreakers will be readily identifiable as part of the police uniform. Mandatory and authorized optional insignia are as follows:

10.2.1(a) Badge – Brass or optional cloth breast badge centered over left pocket.

10.2.1(b) Embroidered Name – (Optional) As an option, an officer's name may be embroidered on the right front of the uniform coat. It shall be embroidered in yellow gold thread, in block letters approximately 3/4" tall. The name shall be centered on the right breast, at the same level as the badge and placed just above the pocket flap, if present.

10.2.1(b.1) On the coat with pull down reflective stripes, the name should be placed just above the seam of the lower edge of the flap, and centered to be compatible with the position of the badge.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

- 10.2.1(c) Shoulder Patches – A department shoulder patch shall be worn on both sleeves sewn on 1/2” below the shoulder seam.
- 10.2.1(d) Rank Insignia
  - 10.2.1(d.1) Chief of Police rank insignia, Gold Eagle, worn proportionally centered on the shoulder epaulets.
    - 10.2.1(d.1.1) Option – Gold Eagle, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.
  - 10.2.1(d.2) Majors – rank insignia, Gold Oak Leaf Cluster, worn proportionally centered on the shoulder epaulets.
    - 10.2.1(d.2.1) Option – Gold Oak Leaf Cluster, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.
  - 10.2.1(d.3) Captains – rank insignia, Double Gold Bar, worn proportionally centered on the shoulder epaulets.
    - 10.2.1(d.3.1) Option – Double Gold Bar, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.
  - 10.2.1(d.4) Lieutenants – rank insignia, Single Gold Bar, worn proportionally centered on the shoulder epaulets.
    - 10.2.1(d.4.1) Option – Single Gold Bar, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.
  - 10.2.1(d.5) Sergeants and Corporals – rank insignia on both sleeves with the top edge of the insignia 1/2” below the shoulder patch
- 10.2.1(e) Service Stars – (Optional) Worn on the lower left sleeve with one yellow gold thread star for each five years of service.
- 10.2.2 The following coats have been approved:
  - 10.2.2(a) Black 160-denier cordura with removable thinsulate liner, 23-inch length, or optional 27-inch length, with or without optional pull-down reflective POLICE logo on back. (Spiewak Weathertech model #1770 short duty jacket, model #1775 duty jacket, and model #H1776, duty jacket w/logo) or
  - 10.2.2(b) Black 100 gram with removable thinsulate liner, 26 inch length, with pull-down reflective POLICE logo on front and back. (Newport Harbor Black Suplex with Teflon treatment Nylon, model #02135).
  - 10.2.2(c) Windbreaker - (Optional). Black 100% nylon tafeta jacket. (Similar to Horace-Small Style 2580 Recruit Jacket)
  - 10.2.2(d) Jacket – (Optional). Horace Small APX solid black (midnight) jacket model # HS3342 or Newport Harbor, black nylon taffeta jacket with or without optional pull down reflective POLICE logo on back and on front pocket.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

10.3 Sweater - (Optional). Black 100% wool, V-neck. Woolly-Pully sweater by Brigade Quartermaster, Style WP176 worn over the uniform shirt with the following features:

10.3.1 Cloth breast badge centered above left breast pocket;

10.3.2 Brass Name Tag – Worn over the right breast; <sup>10</sup>

10.3.2(a) Option – Embroidered name, stitched in yellow gold thread in the center of the name pin patch. No name tapes are allowed and letter size can be no larger than ½ inch.

10.3.3 Shoulder Patches – A department shoulder patch shall be worn on both sleeves sewn on 1/2” below the shoulder seam.

10.3.4 Rank Insignia:

10.3.4(a) Chief of Police rank insignia, Gold Eagle, worn proportionally centered on the shoulder epaulets.

10.3.4(a.1) Option – Gold Eagle, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.

10.3.4(b) Majors – rank insignia, Gold Oak Leaf Cluster, worn proportionally centered on the shoulder epaulets.

10.3.4(b.1) Option – Gold Oak Leaf Cluster, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.

10.3.4(c) Captains – rank insignia, Double Gold Bar, worn proportionally centered on the shoulder epaulets.

10.3.4(c.1) Option-Double Gold Bar, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.

10.3.4(d) Lieutenants – rank insignia, Single Gold Bar, worn proportionally centered on the shoulder epaulets.

10.3.4(d.1) Option – Single Gold Bar, stitched in yellow gold thread worn proportionally centered on the shoulder epaulets.

10.3.4(e) Sergeants and Corporals – rank insignia on both sleeves with the top edge of the insignia 1/2” below the shoulder patch.

10.4 Raingear

10.4.1 Long or Short Raincoats in black or fluorescent yellow. (Reversible raincoat is optional)

10.4.1(a) Fluorescent yellow raincoats shall display “POLICE” in large black letters.

10.4.1(b) The reflective (traffic control) vest may be worn over the black raincoat in those situations where an officer is suddenly moved from a tactical position to a traffic control position and the raincoat is wet.

10.4.1(c) The round police hat shall be worn with the black raincoat.

10.4.2 Solid black overshoes or rubber boots.

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<sup>10</sup> Section 10.3.2(a) added regarding embroidered name tag option for sweater, per Policy Change Order 17-055.

## **SOG 304.6**

### **Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

#### **10.5 Gloves**

10.5.1 Black leather gloves shall be normally worn only in conjunction with a coat or long-sleeve shirt.

10.5.1(a) Black leather gloves may also be worn during motorcycle duty, evidence collection, searches and prisoner searches.

10.5.1(b) Fingerless gloves are unacceptable for wear at any time unless specifically authorized elsewhere in this policy.

10.5.2 Rubber gloves shall be worn at any time the risk of chemical or biohazard contamination exists.

10.5.2(a) Warning: Leather gloves do not protect against biohazard contamination.

#### **10.6 Traffic Vest – An ANSI Class II 207-2006 compliant reflective vest shall be issued to all uniformed officers.**

10.6.1 The vest shall be worn at all times during the hours of darkness when the officer is working in and around traffic.

10.6.2 The officer shall wear, day or night, their ANSI Class II 207 compliant traffic vest when working on or near the right-of-way of a Federal Aid Highway, per Federal Law 23CFR634, Worker Visibility.

10.6.2(a) Federal Aid Highways in our jurisdiction are:

10.6.2(a.1) Interstate 44

10.6.2(a.2) James River (US 60 Highway)

10.6.2(a.3) Schoolcraft (US 65 Highway)

10.6.2(a.4) West Bypass (US 160 Highway)

10.6.2(a.5) Kansas Expressway (MO 13 Highway to the North)

10.6.2(a.6) Sunshine (D Highway to the East and 60 Highway to the West)

10.6.2(a.7) Chestnut Expressway (Business Interstate 44)

10.6.2(a.8) Kearney Street (MO 744 Highway to the East)

10.6.2(b) Exception to 23CFR634 would be officer safety issues such as conducting a traffic stop or where it would not otherwise be safe for the officer to “don” the vest prior to police contact.

10.6.3 Officers are strongly encouraged to wear the vest in any traffic-related situation.

10.6.3(a) Exception: Short periods of time. (e.g. traffic stops) including the exception to 23CFR634.

10.6.3(b) Exception: When officers are wearing the Spiewak model H1776 duty jacket with optional retro-reflective police logos displayed. If the officer is conducting activities on a Federal Aid Highway, the ANSI 207 Class II vest is still required.

#### **10.7 Major Crime Coverall (optional) May be worn with supervisory approval, by officers working extended investigations at major crime scenes. The coverall may be worn over, or in place of the regular duty uniform.**

**SOG 304.6****Police Uniforms and Appearance Regulations**

Effective Date: 04/20/2018

10.7.1 The Major Crime Coverall will include the following options.

10.7.1(a) The coverall will be Solid black in color

10.7.1(a.1) If worn in place of the regular duty uniform the coverall will be worn with a black crew neck T-shirt showing behind the open collar.

10.7.1(b) Badge embroidered in yellow gold thread on left breast.

10.7.1(c) Officer's last name embroidered in yellow gold thread above and centered over the right breast pocket.

10.7.1(d) Shoulder Patch – A department shoulder patch shall be worn on both sleeves sewn on 1/2" below the shoulder seam.

10.7.1(e) Appropriate rank chevrons will be worn.

10.7.1(f) Utility belt may be removed.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 05/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>304.7</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services	<b>Chapter Title:</b> Facilities and Equipment		
<b>Chief of Police:</b>			

## Police Facilities Security and Key Control

### I Policy

It is the policy of the Springfield Police Department to provide a safe environment for employees, visitors, and other persons having business within Police Headquarters and the South District Station by restricting the unauthorized introduction of weapons into these facilities, and to maintain a centralized key control system to permit emergency access to all areas of the building consistent with organizational security interests.

### II Definitions

**Visitor Pass** – a card issued by Records Personnel, worn on a neck lanyard, that identifies the wearer and indicates whether the wearer must be escorted by a Department employee.

**Metal Detector** – a stationary device that people walk through for the purpose of determining the presence of metallic objects.

**Hand Wand** – a portable, hand-held device used to pinpoint the location of metallic objects on a person.

**Secure Area** – any area within a Police facility that is not accessible except to Police Department employees, certain City employees, or authorized contract workers.

Police Facilities Security and Key Control  
Effective Date: 10/06/2015

# 1 KEY CONTROL

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## **SOG 304.7**

### **Police Facilities Security and Key Control**

Effective Date: 10/06/2015

Police Department, to include all substations, training facilities, storage facilities, etc.

1.4.1 No key or lock shall be changed, duplicated, or transferred without the express, written authorization of the Investigations and Support Services Bureau Commander.

1.4.1(a) Written authorization shall be in the form of an e-mail, in which case the e-mail shall be saved to an electronic folder or printed and saved to a hard-copy file system by the ISSB Commander or their designee.

1.4.1(b) The authorization shall be forwarded to the city locksmith by the Investigations and Support Services Bureau Commander only.

1.5 The Chief of Police, ISSB Commander, and UOB Commander will be issued Primus Master keys for Police Headquarters and the South District Station.

## **2 FACILITY SECURITY**

2.1 The Investigations and Support Services Bureau Commander is responsible for maintaining Police Headquarters and South District Station building security.

2.2 Any person who is not an authorized City employee, except uniformed law enforcement or members of an employee's immediate family, entering the secure areas of Police Headquarters or the South District Station shall be issued, and required to wear, a visitor pass.

2.2.1 All criminal suspects shall be escorted by a sworn member of this Department when within the secure areas.

2.2.2 Witnesses shall be escorted by a member of this Department when within the secure areas.

2.2.3 Known vendors may enter without escort at the discretion of Front Desk personnel.

2.3 All persons requiring an escort to enter the secure portion of Police Headquarters or the South District Station, except uniformed law enforcement or members of an employee's immediate family, may be required by the escort employee to pass through the metal detector located in the lobby of that facility.

2.3.1 If the metal detector does not signal the presence of metallic objects, and there are no other indications of either metallic or non-metallic weapons, then the person may be escorted into the secure area of that facility.

2.3.2 If the metal detector signals the presence of metallic objects, the subject shall empty their pockets, placing the contents upon the counter space provided, and pass through the metal detector again. This process shall be repeated until the metal detector does not signal

Police Facilities Security and Key Control  
Effective Date: 10/06/2015

[illegible]

2.4.2 Containers must satisfactorily pass the screening process prior to being allowed into a secure area.

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# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 08/15/2013	<b>Supersedes Policy Dated:</b> N/A New	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>304.8</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services	<b>Chapter Title:</b> Facilities and Equipment		
<b>Chief of Police:</b>			

## License Plate Reader

### I Policy

The purpose of this policy is to provide direction to employees for the official use of the License Plate Reader and the proper dissemination and retention of data collected by the License Plate Reader.

The License Plate Reader, whether attached to a patrol car or used at a stationary location, is to be used to enhance productivity, effectiveness and officer safety by identifying stolen or wanted vehicles, stolen license plates and missing persons. LPR's may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, stolen property recovery, detection of crime, enforcement of State law and local ordinances, AMBER Alert assistance, crime prevention and other traffic related matters. It is the policy of this agency that all members of the agency abide by the guidelines set forth herein when using the License Plate Reader and data gathered by the system.

### II Definitions

**LPR** - License Plate Recognition/License Plate Reader

**OCR** - Optical Character Recognition

**Detection** - Digital images of license plates and vehicles and associated metadata (date, time and geographic coordinates associated with vehicle image capture) that are captured by the LPR system.

## **SOG 304.8**

### **License Plate Reader**

Effective Date: 08/15/2013

**Alert** - A visual and or auditory notice that is triggered when the LPR system receives a potential “hit” on a license plate entered into the LPR system.

**Hit** - A read matched to a plate that has previously been registered on an agency’s “hot list” of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting an investigation, or which has been manually registered by a user for further investigation.

**Hot List** - License plate numbers of vehicles that are wanted because the vehicle is stolen, wanted in connection with a crime, or connected to a suspect who is wanted or suspected of committing a crime or otherwise of interest to law enforcement.

**Fixed LPR system** - LPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.

**Mobile LPR system** - LPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.

**Portable LPR system** - LPR cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as a traffic barrel or speed radar sign.

## **III Procedure**

### **1 General**

- 1.1 The use of LPR systems is restricted to official law enforcement purposes of this agency. LPR systems and LPR generated data is the property of this agency and intended for use in conducting official business.
- 1.2 LPR systems and associated equipment and databases are authorized for official public safety purposes. Employees who misuse this equipment, associated databases, or data shall face disciplinary actions.

### **2 Administration**

- 2.1 The Traffic Section Commander will have administrative oversight for LPR system deployment and operations and will ensure that:
  - 2.1.1 Data captured, stored and/or retained by the LPR system is kept in a secure data storage system with access restricted to authorized personnel;
  - 2.1.2 LPR reads and “alerts” or “hits” that are acted on in the field or associated with investigations or prosecutions are preserved and documented; and

## **SOG 304.8**

### **License Plate Reader**

Effective Date: 08/15/2013

- 2.1.3 Personnel approved to operate the LPR system receive training from the department on its proper use and operation. This training will be documented and forwarded to the Training Unit to be included in the employees training record.
  - 2.2 The Traffic Section Commander, or their designee, shall check equipment on a weekly basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.
  - 2.3 LPR systems repairs, hardware or software, shall be authorized through the UOB chain of command.
- 3 License Plate Reader System Usage
  - 3.1 Only officers who have been properly trained in the use and operational protocols of the LPR systems shall be permitted to use it.
  - 3.2 Prior to use, LPR users must ensure that the LPR system has been updated with the most current hot lists available.
  - 3.3 LPR Alerts/Hits: Receipt of a LPR Alert/Hit is not sufficient reasonable suspicion to initiate a stop without verification. Verification of the information is essential before initiating a stop or taking any enforcement action. Prior to initiation of the stop:
    - 3.3.1 Visually verify that the vehicle plate number matches the plate number ran by the LPR system, including both alphanumeric characters of the license plate and the state of issuance.
    - 3.3.2 Verify (through communications with the applicable dispatcher or via a mobile data terminal (MDT) inquiry of the relevant database) the still-valid status of a “wanted,” “stolen vehicle/plate,” or “warrant” return; and, then, the LPR operating officer may take enforcement action (or institute such action through assisting officers).
      - 3.3.2(a) If the Alert/Hit is on a license plate associated with a wanted person the officer should make a reasonable effort to confirm that the wanted person is actually in the vehicle before initiating the vehicle stop.
      - 3.3.2(b) If the Alert/Hit is on a license plate associated with a suspended/revoked driver, the officer must ensure that the vehicle driver generally matches the physical description of the registered owner.
      - 3.3.2(c) Some information entered into the LPR system may not be considered actionable and was added for informational purposes only. An example may be officer safety information or a homeland security alert. In such cases a traffic stop should not be initiated

## **SOG 304.8**

### **License Plate Reader**

Effective Date: 08/15/2013

based solely on that Alert/Hit information and the officer should develop reasonable suspicion to justify a vehicle stop.

- 3.4 In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the LPR system
  - 3.5 Special Details: LPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the Traffic Section Commander
  - 3.6 Searches of historical data within the LPR system should be done in accordance with established departmental policies and procedures.
- 4 LPR Data Sharing and Dissemination
- 4.1 LPR data should be considered for official use only and is exempt from mandatory release to the public under RSMO 610.100 subsection 3 “known as the Missouri Sunshine Law.”
  - 4.2 LPR data shall be considered criminal investigatory records and shall not be shared with or provided to any person, entity, or government agency, other than a law enforcement agency, unless such disclosure is authorized by a subpoena or court order.
    - 4.2.1 LPR data can be shared among agencies for legitimate law enforcement purposes with joint authorization from the Traffic Section Commander and the appropriate Criminal Investigations Section Commander.
- 5 Retention of Data
- 5.1 The data shall be retained by the vendor and shall not be released without joint authorization from the Traffic Section Commander and the appropriate Criminal Investigations Section Commander.
  - 5.2 The detection data shall be retained by the vendor for a period of 30 days from the date of collection. After 30 days, the detection data stored shall be destroyed by the vendor, unless otherwise requested by the Springfield Police Department.
  - 5.3 The hit data shall be retained by the vendor for a period of 5 years from the date of collection. After 5 years, the hit data stored shall be destroyed by the vendor, unless otherwise requested by the Springfield Police Department.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 09/30/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>305.1</b>
<b>Accreditation Index:</b> 83.2.1, 83.3.2, 84.1.1, 84.1.2, 84.1.3, 84.1.4, 84.1.5, 84.1.6 <sup>1</sup>			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Property Management	
<b>Chief of Police:</b>			

## Property

### I Policy

The Springfield Police Department will ensure that property in its possession is properly received and recorded, securely stored, and proper disposition made according to law. Employees shall place all property under the control of the Property and Evidence Unit prior to the end of their tour of duty, with the exception of mass quantities of evidence related to a major case incident.

### II Definitions

### III Procedure

#### 1 SUBMISSION OF PROPERTY

- 1.1 Officers shall document all property seizures in an RMS report including the circumstances of the seizure and a listing of each article of property seized. (CALEA 84.1.1(c))
- 1.2 Officers who collect in-custody property or evidentiary property are solely responsible for transferring the property to the Property and Evidence Unit, which should be done as soon as possible following the completion of the call or investigation. In all cases, in-custody and evidentiary property shall be submitted to the Property and Evidence Unit prior to the end of the officer's tour of duty. (CALEA 83.2.1, 84.1.1(a) & 84.1.1(b))
  - 1.2.1 With the approval of the Persons Section Commander, officers assigned to the Homicide Response Team may log and package

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<sup>1</sup> 5<sup>th</sup> Edition removed from CALEA standard references, per Policy Change Order 17-041.

**SOG 305.1**

## Property

Effective Date: 09/28/2017

evidence the next work day. In such cases, the Persons Section Commander shall ensure the following is done.

- 1.2.1(a) Evidence or property must be secured in locked lockers in the Property Room prior to the end of the officer's tour of duty. (CALEA 84.1.1(b))
  - 1.2.1(b) The submitting officer shall clearly mark the locker(s) as containing evidence from a homicide.
  - 1.2.1(c) The Property and Evidence Unit Supervisor shall be notified by e-mail that property/evidence has been stored in the locker(s) and will be properly logged and packaged the following work day.
- 1.3 All property submitted shall be secured in a locker of appropriate size and the location documented in the RMS report. (CALEA 84.1.2 & 84.1.3)
- 1.3.1 If an article is too large to place in an available locker and no Property and Evidence Unit personnel are available, the on-call person for the Property and Evidence Unit shall be contacted, regardless of the time.
  - 1.3.2 Non-motorized bicycles and scooters without a vehicle identification number (VIN) shall be secured with a chain/padlock in the bicycle rack located in the compound at Headquarters.
- 1.4 The following articles will not be accepted for storage in the Property and Evidence Unit.
- 1.4.1 Motor Vehicles (any device with a motor and a vehicle identification number (VIN) that can transport a person) are to be stored by the City's contractual towing company.
  - 1.4.2 Street signs, signals, barricades, and other large articles belonging to city, county, or state are to be deposited at the City Sign Shop. After 1700 hours, they may be taken to the City Service Center.
  - 1.4.3 Containers that have no evidentiary value are to be left with the owners. Any evidence should be removed from the container and submitted as required. This includes coolers containing alcohol and pots containing dirt/plants.
  - 1.4.4 Explosives or suspected explosives will be turned over to the Fire Department. Items such as gas cans, open chemical containers, propane tanks, etc. are to be submitted to the arson container at the South District Station.
    - 1.4.4(a) Exception: When a summons is issued for a fireworks violation, one sample (placed in a clear plastic bag) may be submitted to the Property Room as evidence.
  - 1.4.5 Animals possessed by persons at the time of arrest will be released to a responsible person at the scene. If not possible, Animal Control will be called to take possession of the animal. If Animal Control is called, the arresting officer shall do the following:



**SOG 305.1**

## Property

Effective Date: 09/28/2017

- 1.4.5(a) Advise the impounder not to destroy the animal while its owner is in custody;
    - 1.4.5(b) Notify the owner of the location of the animal;
    - 1.4.5(c) Document such notifications in their RMS report.
  - 1.4.6 Found articles that appear to be discarded and of no obvious value shall be marked "Found Article-For Destruction".
- 1.5 Documents should be submitted according to the guidelines below.
  - 1.5.1 The following documents will be considered evidence in all cases and shall be logged into the Property Room.
    - 1.5.1(a) Written Statements;
    - 1.5.1(b) Rights Waivers;
    - 1.5.1(c) Consent to Search Forms;
    - 1.5.1(d) Search Warrants;
    - 1.5.1(e) Original Photographic Line-ups;
    - 1.5.1(f) Original notes written by a victim or suspect such as in suicides, robberies, etc.;
    - 1.5.1(g) Any document that may need lab analysis (e.g. DNA, fingerprints, etc.).
  - 1.5.2 The following documents should be submitted to the Records Section as an attachment.
    - 1.5.2(a) 96-hour forms;
    - 1.5.2(b) Voided tickets;
    - 1.5.2(c) Copies of photos from surveillance videos;
    - 1.5.2(d) Copies of receipts or checks;
    - 1.5.2(e) Loss prevention reports from department stores;
    - 1.5.2(f) Lists of property stolen, and
    - 1.5.2(g) Any other document not listed in Section 1.5.1 above.
  - 1.5.3 All documents in homicide cases will be allowed for submission into the Property Room.
  - 1.5.4 Prior to submission, documents to be logged into the Property Room shall be copied and the copies placed in Records.
  - 1.5.5 Upon Notice of Disposition from the prosecutor's office, all related documents that were logged as evidence will be disposed of according to policy, unless the investigating officer transfers the original documents from the Property Room to the Records Section for retention.
- 1.6 Department TASER cartridges or leads that have been used by officers shall be logged into the Property Room. Refer to SOG 304.5 – Training, Proficiency, and Use of Weapons for packaging and placement procedures.

## **SOG 305.1**

### **Property**

Effective Date: 09/28/2017

## **2 PACKAGING/MARKING PROPERTY (CALEA 83.2.1 & 84.1.1(d))**

- 2.1 A bar code shall be applied to each package of property. If the property has evidentiary value, evidence tape shall be applied to the packaging of the item and the logging officer shall mark the tape with the date and their initials. The record for each property item shall indicate the exact location of the item. (CALEA 83.3.2(b))
- 2.2 Articles shall be enclosed in a container to preserve their condition whenever possible. (CALEA 83.3.2(b))
  - 2.2.1 FILM – Package in film canister and place a bar code label on the canister. No additional packaging necessary.
  - 2.2.2 CHECKS – Package in a plastic bag or business-size envelope. If wet, use a business-size envelope. Place the bar code label on the plastic bag or envelope.
  - 2.2.3 MONEY – Package in an envelope specifically marked for the storage of money (available in receiving area of Property Room). Record the number of each denomination contained in the envelope. Place a bar code label on envelope.
  - 2.2.4 TAPES – Tapes are to be packaged individually: micro-cassettes packaged in 2 ½” x 4 ½” manila envelopes, videotapes packaged in video sleeve with a bar code label on each package.
  - 2.2.5 DRUGS – Package in a heat-sealed plastic bag no smaller than 3.5” x 6” and place a bar code label on each package.
    - 2.2.5(a) If the controlled substance is in pill form the pills should be divided into groups with the same or similar characteristics/markings.
    - 2.2.5(b) One pill from each group should be packaged separately. The remaining pills from each group should be packaged together according to their respective characteristics.
  - 2.2.6 GUNS – Firearms must be made safe before submission into the Property Room. All ammunition and casings must be removed from guns.
    - 2.2.6(a) Package handguns in boxes specifically designed for gun storage (available in receiving area of Property Room).
    - 2.2.6(b) Long guns should be placed in long gun boxes provided in the processing area.
    - 2.2.6(c) Initial the weapons cleared sticker.
  - 2.2.7 ALCOHOL
    - 2.2.7(a) Open containers can be submitted with the bar code

**SOG 305.1**

Property

Effective Date: 09/28/2017

- label on the container. Excess liquid should be poured out by the officer after a sample vial has been taken. The sample vial should have a separate bar code and be placed in a plastic bag no smaller than 3.5" x 6". The evidence tape should be placed on the plastic and initialed/dated by the officer.
- 2.2.7(b) For unopened containers that are clearly labeled as an alcoholic beverage (must still be sealed), an officer can simply place a bar code and evidence tape on the container and submit it in its unopened state. If several containers are seized, only one is needed for evidence. Excess containers of liquor shall have a bar code label affixed to the container and marked "Disposal Approved" on the property classification.
- 2.2.8 BLOOD/URINE – Vials containing blood or urine shall be packaged in MSHP provided kits. Directions on the kits should be followed.
- 2.2.8(a) If no kits are available, blood vials should be packaged in plastic tubes provided in the property receiving area and placed in a 3.5" x 6" manila envelope. Place bar code label, evidence tape, and a biohazard sticker on the envelope. No other packaging is necessary. Blood vials should be put in the refrigerator.
- 2.2.8(b) If no kits are available, urine containers should be half full and placed in a biohazard bag with the bar code label and evidence tape placed on the bag. Urine should be put in the freezer.
- 2.2.9 COMPACT DISCS – Bar code on the CD case. Use a fine tip permanent marker to put the case number on the label side of the CD.
- 2.2.10 MEDIA CARDS or similar digital image storage media from digital cameras – Complete a Media Card (SPD Form # 08-SP-0577) and place it along with the digital image storage media in a 3" x 6" envelope. Place the envelope into the locked Media Card box.
- 2.2.11 LICENSE PLATES – Only license plates that are evidence or are to be released to the owner should be logged into the Property Room. The bar code should be placed directly on the license plate. All other license plates are to be turned into the MULES operator at Police Headquarters.
- 2.2.12 LATENT PRINT CARDS – All cards for one case will be placed in a pre-printed, 9" X 12" Latent Print Card Submission envelope and logged as evidence.
- 2.3 Articles shall be packaged in a manner to prevent injury of personnel who must handle and preserve evidentiary value.
- 2.3.1 Sharp objects shall be covered or packaged in cardboard.

## **SOG 305.1**

### **Property**

Effective Date: 09/28/2017

- 2.3.2 Any possible biohazards shall be packaged in biohazard bags or packages marked with biohazard stickers.
    - 2.3.3 Exposed or used syringes shall be placed in syringe containers.
    - 2.3.4 Wet or bloody articles shall be secured in drying lockers. Property tags are to be clipped to the door of the locker.
      - 2.3.4(a) Property placed in drying lockers will be packaged and logged by the original submitting officer as soon as possible after items have dried.
      - 2.3.4(b) Officers shall check all items they placed in the drying lockers prior to the end of their shift to determine if the items can be packaged. Officers shall contact Property and Evidence Unit personnel during their next duty shift to package the items that were placed in the drying lockers after the items have dried.
      - 2.3.4(c) If the drying lockers are needed or if the submitting officer is AWL or otherwise on leave, the follow-up investigator will remove the property from the drying lockers and ensure it is properly packaged and submitted.
    - 2.3.5 Guns shall be unloaded and secured in a locker of appropriate size.
  - 2.4 Evidence which cannot be packaged shall be submitted in a manner that will not jeopardize evidentiary value.
- 3 STORAGE/SECURITY (CALEA 84.1.2)
- 3.1 Property and Evidence Unit employees will ensure all articles are logged into the computerized record system daily. (CALEA 84.1.1(b))
  - 3.2 Keys to the property facilities will be issued to Police Service Representatives and Shift Leader directly assigned to the Property and Evidence Unit and the Police Services Administrator. No other personnel will have access to the Property and Evidence Unit storage areas.
  - 3.3 Drugs will be stored in the drug room, which is a locked area within the property facility. A log detailing entry into this room will be maintained by Property and Evidence Unit personnel. (CALEA 84.1.1(e))
  - 3.4 Cash and expensive articles of jewelry will be maintained in a safe at Police Headquarters. Entry into the safe will be logged. (CALEA 84.1.1(e))
  - 3.5 Guns will be stored in the room designated for storage of weapons. (CALEA 84.1.1(e))
  - 3.6 Bicycles will be stored at an off-site storage facility.
  - 3.7 Large articles that will not go into a property bin are to be stored in an area designated by the property section.
  - 3.8 All other articles will be stored in a numbered bin in the property facility.

## **SOG 305.1**

### **Property**

Effective Date: 09/28/2017

- 3.9 Articles that require refrigeration shall be placed in a locked box within a refrigerator in the property receiving area. After the box is locked, the key shall be placed in a secured property receiving slot.

## **4 INSPECTIONS AND REPORTS**

- 4.1 The Police Services Administrator and the Police Services Shift Leader directly assigned to the Property and Evidence Unit will conduct a semi-annual inspection to determine adherence to procedures used for the control of property and evidence. (CALEA 84.1.6(a))
- 4.2 An audit of property and evidence shall be completed whenever the Police Services Shift Leader directly assigned to the Property and Evidence Unit is transferred or discontinues employment with the City of Springfield. (CALEA 84.1.6(b))
  - 4.2.1 The audit will be conducted jointly by the new Police Services Shift Leader directly assigned to the Property and Evidence Unit and a designee of the Chief of Police.
  - 4.2.2 The audit shall include both general property and high risk property/evidence (e.g. money, precious metals, jewelry, firearms, and drugs).
    - 4.2.2(a) The audit of general property/evidence should be sufficient to ensure the integrity of the system and accountability of property.
    - 4.2.2(b) The audit of high risk property/evidence shall be conducted according to the sample size table in Attachment 1.
      - 4.2.2(b.1) An error rate that exceeds four percent will require a full inventory of high risk items.
- 4.3 The Inspections and Internal Affairs Unit shall conduct an annual audit of property and evidence. (CALEA 84.1.6(c))
  - 4.3.1 The annual audit shall be conducted according to the sample size guidelines in Attachment 2.
- 4.4 The Chief of Police shall direct the Inspections and Internal Affairs Unit Supervisor to conduct other unannounced inspections of all property and evidence storage areas at least once per calendar year. (CALEA 84.1.6(d))
- 4.5 The records system utilized by the Property and Evidence Unit shall reflect the status for all property and evidence held by the department and shall include, at a minimum: (CALEA 84.1.5)
  - 4.5.1 The specific location or bin number where the property/evidence is located;
  - 4.5.2 Date and time the property/evidence was received and released;

## **SOG 305.1**

### **Property**

Effective Date: 09/28/2017

- 4.5.3 Character or description of property/evidence;
- 4.5.4 Amount of property/evidence on hand;
- 4.5.5 Chain of custody from the time property/evidence was stored until destruction or other final disposition.

## **5 EVIDENCE TRANSFER (CALEA 84.1.1(g))**

- 5.1 Property and Evidence Unit personnel will record all transfers of evidence in the computerized records system. The documentation shall include date and time of transfer, receiving person's name, location of transfer outside the department (e.g. lab, court, ID, etc.), reason for transfer, and any examinations desired. (CALEA 83.3.2(a))
- 5.2 Transfers to Department Personnel
  - 5.2.1 Department personnel shall notify the Property and Evidence Unit when evidence is needed for review or court purposes.
  - 5.2.2 All property checked out for court must be returned at the end of the day unless kept by the court as evidence.
  - 5.2.3 Officers are required to produce a copy of the subpoena when checking out drugs for court.
  - 5.2.4 Drugs checked out for other purposes will require a written request (e.g. an IDC, email, or RMS task) approved by the requesting officer's supervisor specifically stating the reason for removal.
- 5.3 Transfers to the Investigative Services Unit
  - 5.3.1 Photographs – Photo requests should be made by submitting a task through the Records Management System to the Investigative Services Unit.
- 5.4 Transfers to the Missouri State Highway Patrol Crime Lab (CALEA 83.2.7(d) & 83.3.2(a))
  - 5.4.1 Property and Evidence Unit personnel shall transfer articles to the Highway Patrol Lab on a weekly basis. The date and time of transfer will be coordinated with Highway Patrol staff. (CALEA 83.3.2(c))
    - 5.4.1(a) Property and Evidence Unit personnel will make a printout of the articles being transferred. This printout will accompany the articles transferred. (CALEA 83.3.2(c) & 83.3.2(d))
    - 5.4.1(b) The articles will be placed in a carrying bag for transport.
    - 5.4.1(c) MSHP personnel will transfer evidence back to the Property and Evidence Unit. SPD personnel will sign the MSHP property transfer sheets and verify against articles received. (CALEA 83.3.2(d))
    - 5.4.1(d) MSHP will submit results via written notification.

## **SOG 305.1**

### **Property**

Effective Date: 09/28/2017

#### **(CALEA 83.3.2(e))**

- 5.4.2 Alcohol/Drug Paraphernalia - Chemical analysis requests required for Municipal cases will be made via trial notification from the Municipal Prosecutor's Office. A representative of the prosecutor's office will complete the MSHP Laboratory Analysis Request form.
- 5.4.3 Blood - Requests for blood alcohol content testing should be made at the time of evidence submission via a MSHP Lab Analysis Request form completed by the investigating officer. (CALEA 83.3.2(c))
- 5.4.4 Drug Chemistry, DNA Analysis, Blood/Semen Detection, Toxicology, Firearm/Toolmark Examination, and Trace Evidence Analysis – Requests for this type of analytical work will be made by the follow-up investigator via completion of a MSHP Lab Analysis Request form submitted to the Property and Evidence Unit. (CALEA 83.3.2(c))
- 5.5 Transfers to the Prosecutor's Office
  - 5.5.1 Evidence may be requested by the prosecutor's office for review purposes or when needed for court. Upon notification, the Property and Evidence Unit will coordinate with the prosecutor's office for the transfer of such property.

## **6 REVIEW AND RETENTION OF PROPERTY (CALEA 84.1.1(g))**

- 6.1 Motor Vehicle Crashes - Property will be destroyed after one year unless a written request is received to hold it.
- 6.2 3rd Degree Assault - Property received as evidence will be held until a disposition is received from court. The Property and Evidence Unit personnel will be responsible for monitoring court dispositions and making appropriate disposition on property when the case is complete.
- 6.3 Non-Criminal Incidents - Property and Evidence Unit personnel will make disposition after 90 days unless written request is received to hold the property.
- 6.4 Municipal Case - When a case has been referred to Municipal Court, Property and Evidence Unit personnel will be responsible for monitoring court dispositions and making appropriate disposition of property when the case is completed.
- 6.5 Cases Assigned for Follow-up Investigation – Disposal of related property must be authorized by the follow-up investigator, regardless of the current case status (active, suspended, cleared, etc.).<sup>2</sup>
  - 6.5.1 Evidence related to cases where charges have been filed will be held until a disposition is received from the court. Upon notice of disposition, Records personnel will send a task to the follow-up investigator in the RMS.

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<sup>2</sup> Section 6.5 revised, evidence retention guidelines updated, per Policy Change Order 17-041.

## **SOG 305.1**

### **Property**

Effective Date: 09/28/2017

- 6.5.2 In absence of the follow-up investigator, the appropriate CID sergeant may grant disposal authorization.
    - 6.5.3 Evidence held on cases where no charges have been filed will be retained until the statute of limitations for that crime has been met per RSMO 556.036. This includes cases cleared by exception due to lack of victim cooperation, declined by the prosecutor, active, and suspended cases.
      - 6.5.3(a) Property and Evidence Unit personnel will review the follow-up investigator/CID sergeant's disposal authorization to ensure it complies with Section 6.5.3.
  - 6.6 All Other Unassigned Cases – After 90 days, Property and Evidence Unit personnel will periodically review related property on an as needed basis and forward case information to the appropriate CID sergeant to make a disposition decision.
- 7 DISPOSITION OF PROPERTY (CALEA 84.1.1(g))
- 7.1 Property and Evidence Unit personnel shall attempt to identify the owner or custodian of property and notify them of its location and status. (CALEA 84.1.1(f))
  - 7.2 Found property can be released to the owner upon claiming or to the finder after 60 days if it is not claimed by the owner.
  - 7.3 Disposition Release - After court disposition is made and the follow-up investigator notified, property personnel will notify the owner by mail.
    - 7.3.1 When a follow-up investigator receives disposition of a case from court, they shall make the appropriate notations in the computerized property listing and notify property personnel via RMS tasking of the disposition for the property associated with that case.
    - 7.3.2 No employee of the Springfield Police Department or any member of their immediate family will receive any piece of property for personal use upon its final disposition (unless they were the original owner of the property.)
  - 7.4 Disposal – Disposal of alcohol, drugs, and guns shall be pursuant to a court order.
    - 7.4.1 Drugs – The Property and Evidence Unit will submit a list of drugs due for disposal to the appropriate court and request a court order to dispose of the drugs.
      - 7.4.1(a) Drugs will be destroyed or converted to Department use as training aids for the Police Service Dog Unit.
    - 7.4.2 Alcohol – The Property and Evidence Unit will submit a list of alcohol due for disposal to the appropriate court and request a court order to destroy the alcohol.
    - 7.4.3 Guns – The Property and Evidence Unit will submit a list of guns due



## **SOG 305.1**

### **Property**

Effective Date: 09/28/2017

for disposal to the appropriate court and request a court order to dispose of the guns.

7.4.3(a) Guns can be destroyed, sold, or converted to department use as determined by the appropriate court.

7.4.3(b) Guns may also be donated/released to the MSHP Lab, Firearm Reference Collection upon approval of the Chief of Police.

7.5 Auction – Unclaimed property can be auctioned by the department. Property and Evidence Unit personnel will coordinate with the City Purchasing Department to conduct the auction.

7.5.1 Unclaimed Property Auction

7.5.1(a) Articles valued at \$25 or more are auctioned.

7.5.1(b) Articles valued at less than \$25 may be destroyed or put with other articles to equal a total value of \$25 and auctioned together as a lot.

7.5.1(c) Per written agreement, unsold articles will be disposed of by the auction company.

7.5.2 Gun Auction:

7.5.2(a) Guns will not be included in the Unclaimed Property Auction.

7.5.2(b) Guns will only be sold to authorized gun dealers.

7.6 Converted Use (CALEA 84.1.4)

7.6.1 Articles that have been identified as available for sale in the Unclaimed Property Auction can be converted to Department use or donated to other organizations as deemed appropriate by the Chief of Police, but only after all Purchasing and/or State law requirements have been met.

7.6.1(a) Department employees can request articles by submitting an IDC through their chain of command stating the purpose that the article will be used for.

7.6.1(b) The request must be approved by the appropriate Bureau Commander.

7.6.1(c) Once converted, articles will be added to the department inventory and be subject to the same accounting measures as items purchased by the department. Refer to SOG 304.4 – Agency Owned Property.

7.6.1(c.1) Converted articles issued to a specific employee will be added to the employee's personal inventory report and must be accounted for upon request or exit from the department.

7.6.2 Weapons that have been identified as available for sale in the Gun

## **SOG 305.1**

### **Property**

Effective Date: 09/28/2017

Auction can be converted to Department use for training purposes or to be used for parts at the range, but only after all Purchasing and/or State law requirements have been met.

- 7.6.2(a) Department employees can request weapons by submitting an IDC through their chain of command stating the purpose that the weapon will be used for.
- 7.6.2(b) The request must be approved by the appropriate Bureau Commander and the Chief of Police.
- 7.6.2(c) If approved, the weapon will be added to the department inventory and be subject to the same accounting measures as weapons purchased by the department. Refer to SOG 304.4 – Agency Owned Property.
  - 7.6.2(c.1) If issued to a specific employee, the weapon will be added to the employee's personal inventory report and must be accounted for upon request or exit from the department.
- 7.6.2(d) The weapon will continue to be tracked in the Property and Evidence Unit's tracking system.
- 7.6.2(e) When the weapon is turned back in to the Property and Evidence Unit, the appropriate entry will be made in the tracking system and the weapon will be destroyed or sold in the gun auction.
- 7.6.2(f) If used for parts, the weapon's use and destruction must be documented and that documentation provided to the Property and Evidence Unit supervisor. At that time, an entry will be made in the property tracking system to show the item was destroyed.
- 7.6.3 Controlled substances can be converted to Department use for training purposes by the Police Service Dog Unit, but only after all court and/or State law requirements have been met. (CALEA 84.1.4)
  - 7.6.3(a) The Police Service Dog Training Program Coordinator can request controlled substances by submitting an IDC through their chain of command.
  - 7.6.3(b) The request must be approved by the Uniform Operations Bureau Commander and the Chief of Police.
  - 7.6.3(c) If approved, the controlled substance will be added to the Police Service Dog Unit drug training aid inventory and subject to control procedures as outlined in SOG 401.5 – Police Service Dogs.
  - 7.6.3(d) The controlled substance will continue to be tracked in the Property and Evidence Unit's tracking system.

**SOG 305.1**

Property

Effective Date: 09/28/2017

- 7.6.4 Explosives and ammunition will not be converted to department use; they will be destroyed and documented in the property tracking system. (CALEA 84.1.4)
- 7.6.5 Any item converted for department use must be available for inspections during yearly audits and inspection of the Property and Evidence Unit.

**IV Attachments**

- 1 Sample Size Table, Evidence Custodian Change Audits
- 2 Sample Size Determination for Annual Property and Evidence Audits

## APPENDIX I

### SAMPLE SIZE TABLE EVIDENCE CUSTODIAN CHANGE AUDITS

The below table has been developed as a tool for use by agencies when determining the appropriate sample size for conducting audits of high risk property as required by *Standard 84.1.6 (b) – Evidence Audits*. This table only applies to high risk property and only for those circumstances when there is a change in evidence custodian. The sample sizes in this table have been calculated based on a 95 percent confidence level and a confidence interval of +/- 3 percent.

When using this table, agencies should determine the total amount of high risk property they currently possess and find that number under "Pieces of High Risk Evidence/Property". The corresponding "Required Sample Size" should be applied when conducting the respective audit. If the exact number for "Pieces of High Risk Evidence/Property" is not listed, the next higher number should be used.

If an error rate of more than 4 percent is discovered when conducting the audit, a complete inventory of the high risk property must be performed. However, agencies should consider a complete inventory when other factors suggest it is necessary.

Pieces of High Risk Evidence/Property	Required Sample Size
100	92
250	203
500	341
1000	516
1500	624
2000	696
2500	748
3000	787
3500	818
4000	843
4500	863
5000	880
5500	894
6000	906
6500	917
7000	926
7500	934
8000	942
8500	948
9000	959
10000	964
15000	996
20000	1013
25000	1023
50000	1045
100000	1056

## **Appendix K**

### **Sample Size Determination for Annual Property and Evidence Audits**

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The purpose of the annual audit is to ensure the continuity of custody and not to require the accounting of every single item of property, unless the total number of items in custody is small. Agencies should draw a representative sample of property and evidence that is sufficiently large to establish confidence that proper procedures and systems are being followed. Minimum sample sizes should be as follows:

- If the agency has 100 or fewer items in custody, then the status of all items should be reviewed.
- If the agency has 101 or more items in custody, then a sample of 100 items should be selected for the annual audit according to these criteria –
  - If the agency has 100 or more high risk items, then the annual audit should review a representative sample of 100 high risk items.
  - If the agency has fewer than 100 high risk items, then the annual audit should review all the high risk items, plus a representative sample of other items to bring the total reviewed to 100.

It is recognized that some agencies have thousands, even tens of thousands of items of property and evidence in custody. While the annual audit may review a small percentage of items in custody, it should be recognized that it is only one of several actions that are necessary to maintain control and accountability. Other actions include both semi-annual and unannounced annual inspections and an in-depth audit whenever there is a change-over in property and evidence custodian.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>306.1</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Planning and Research	
<b>Chief of Police:</b>			

## Research and Development

### I Policy

The Springfield Police Department is committed to research and development activities in order to enhance services, improve operations and efficiently respond to the changing social and economic needs of our community.

### II Definitions

### III Procedure

#### 1 RESEARCH AND DEVELOPMENT

- 1.1 The Research and Development function is staffed at the direction of the Chief of Police and reports to the Professional Standards and Crime Analysis Unit Supervisor.<sup>1</sup>
- 1.2 The functions of Research and Development will be directed toward compiling information and presenting documented analysis to assist in the management and decision-making processes of the police department.
  - 1.2.1 Research and Development shall have access to information necessary to complete the research.
  - 1.2.2 Research may include but not be limited to the following:
    - 1.2.2(a) Resource allocation studies to improve the effectiveness and efficiency of available staff;
    - 1.2.2(b) Geographic analysis and equalization of workload

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<sup>1</sup> Section 1.1 revised title of the Research and Development Supervisor, per Policy Change Order 14-063, Effective Date 10/15/2014.

**SOG 306.1**

Research and Development

Effective Date: 10/15/2014

- distribution;
  - 1.2.2(c) Development of GIS mapping services including printed, digital and spatial analysis;
  - 1.2.2(d) Law enforcement surveys for comparison of service levels;
  - 1.2.2(e) Development of benchmarks and measurement of outcomes as they relate to management of the department;
  - 1.2.2(f) Design and develop CAD business intelligence reports;
  - 1.2.2(g) Compiling call for service studies reflecting trends and patterns for future planning;
  - 1.2.2(h) Serve as liaison with other law enforcement agencies in the exchange of research information;
  - 1.2.2(i) Provide commanders with contemporary law enforcement information and research regarding operations and administration.
- 1.3 Analytical reports, documents and studies will be distributed to the Chief and Bureau Commanders. They may be disseminated to affected organizational units at the direction of the Chief and/or Bureau Commanders.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>308.1</b>
<b>Accreditation Index:</b> 82.1.6			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Information Systems Management <sup>1</sup>	
<b>Chief of Police:</b>			

## Information Systems

### I Policy

The Springfield Police Department utilizes a variety of computer systems in providing services to the community. All employees shall be trained in the use of various computer systems and shall exercise the utmost level of integrity with all computers, local networks, and non-local networks.

Computerized networks include but are not limited to the Missouri Uniform law Enforcement System (MULES), Springfield Greene County E-911 (CAD), City Utilities Customer Information System, Information Systems (City Departments and Police Network), Records Management System (RMS), and the Internet.

### II Definitions <sup>2</sup>

**Application Password** – A password that a user may assign within an application to prohibit other users from opening the secured application.

**Hardware** – Computer components which include processor, keyboard, monitor, printer, mouse, cables, connectors, adapters, telephones, and any other device attached to any component.

**Network** – System of connected devices (computers, printers, etc.) which communicate and share services.

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<sup>1</sup> Chapter Title revised, typographical correction, per Policy Change Order 17-014.

<sup>2</sup> Definitions revised, capitalization changes and minor rewording for consistency, PCO 17-014.



## **SOG 308.1**

### **Information Systems**

Effective Date: 04/04/2017

**Network Password** – A code usually consisting of alpha and numeric characters that a user utilizes to gain access to a network.

**Personal Computer (PC)** – A stand-alone computer system.

**Personally Owned Laptop** – A laptop computer owned by the employee and authorized to be used for City business.

**Power on Password** – A password assigned to the hardware of a PC that prevents other users from starting the system.

**Software** - Any removable magnetic media, floppy disk (diskette), tape, or program that resides on or can be copied to removable magnetic media for use in or written in a computer readable language.

**System Administrator** - The individual responsible for operating and maintaining the department's computer network system.

**Workstation** - Desktop or laptop computer which is connected to the network. Workstations give the user access to network services.

## **III Procedure<sup>3</sup>**

### **1 LEGAL OBLIGATIONS**

- 1.1 Use of an electronic computer is subject to all federal, state, and local law, including:<sup>4</sup>
  - 1.1.1 RSMo 569.095 - 569.099 concerning computer crime.<sup>5</sup>
  - 1.1.2 RSMo 573.010 - 573.065 concerning pornography and related offenses.
  - 1.1.3 The Missouri Sunshine Law, RSMo 610.029.
- 1.2 Personally owned laptop computers, when used for City business, are subject to the same policies.

### **2 SUPERVISOR RESPONSIBILITY**

- 2.1 Makes request to Information System Division, Communications Department or responsible agency for employee accounts, training, and certification.
  - 2.1.1 The Central Records computer system, as administered by Information Systems Division, City of Springfield requires that passwords are changed every 45 days automatically or the account

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<sup>3</sup> Section III heading revised, per Policy Change Order 17-014.

<sup>4</sup> Section 1.1 revised, unnecessary words removed, per Policy Change Order 17-014.

<sup>5</sup> Section 1.1.1 revised, RSMo reference updated, per Policy Change Order 17-014.

## **SOG 308.1**

### **Information Systems**

Effective Date: 04/04/2017

- holder is locked out of the network. Employees shall change passwords prior to being locked out.
- 2.1.1(a) All access is controlled by account and password security.
  - 2.1.1(b) Only Information Systems Division staff has information related to access violations. Such violations are handled through administrative and/or criminal investigation, as appropriate.
- 2.1.2 The assigned system administrator for the automated records management system shall annually request a list of all police network account holders from the Information Systems Division, City of Springfield. (CALEA 82.1.6(d)) <sup>6</sup>
- 2.1.2(a) Upon receiving that list, the automated records management administrator shall verify all account entries as current employees with authorized access and make any necessary changes to RMS accounts in addition to advising Information Systems in writing, of any additions or deletions from the list.
- 2.2 Has authorization, through the bureau commander, to request access to employee files from Information System Division, in the absence of the employee, that require an immediate response or action. This may occur when the employee's supervisor has knowledge of an important assignment being handled by the employee and circumstances require immediate file access.
- 2.3 Provides Information System Division and Communications Department employees access to workstations for routine maintenance, loading software or reconfiguring.
- 2.3.1 Should unauthorized hardware or software be located on employer provided equipment, Information System Division or Communications Department employees have the authority to remove such equipment or software after notification of the supervisor of that workstation.
    - 2.3.1(a) Unauthorized hardware or software includes all equipment or programs not purchased or licensed by the city.
  - 2.3.2 Discovery of unauthorized hardware or software at a workstation shall be documented by the supervisor and sent to the City's Network Administrator.

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<sup>6</sup> Section 2.1.2 revised, 5<sup>th</sup> Edition removed from CALEA standard reference, per Policy Change Order 17-014.

## **SOG 308.1**

### **Information Systems**

Effective Date: 04/04/2017

- 2.4 Makes request to the Information System Division Network Operations Center (NOC) or Communications Department for deletion of accounts as needed due to employee transfer, termination, etc.
- 2.5 Coordinates the purchase and installation of new or revised hardware through the Information System Division Support Center to assure the continued preservation of the system's integrity.
- 2.6 Coordinates the movement, disconnection or disassembly of computer components (computers, printers, modems, etc.) through the Information System Division Support Center.
- 2.7 Reviews files relevant to employee assignments that need revision or purging. Authorizes the purging of files in coordination with other department supervisors (when files are used by other department employees), the Information System Division, and Communications Department.
- 2.8 The City of Springfield will only authorize the use of a personally owned laptop computer for City business in special cases approved by the Network Administrator.
  - 2.8.1 Ensures employees authorized to use a personally owned laptop for City business read and sign a waiver regarding their and the City's obligations.
    - 2.8.1(a) A waiver shall be signed for each laptop authorized.
  - 2.8.2 Confirms that backup disks of City business on personally owned laptops are current and accessible at all times.
- 2.9 The Information Systems Support Center will work with the Investigations and Support Services Bureau in maintaining an inventory of all Department computer hardware and software.
- 2.10 Information Systems Division, City of Springfield complies with internal procedures for maintenance of City network computer files including daily system backups and archiving. (CALEA 82.1.6(a)) <sup>7</sup>

## **3 EMPLOYEE RESPONSIBILITY**

- 3.1 Toward local and non-local networks.
  - 3.1.1 Be knowledgeable of the policy and operations manuals related to all computer systems used.
  - 3.1.2 Be knowledgeable of other computer related policies, such as SOG 308.2 – Electronic Mail. <sup>8</sup>
- 3.2 Internet activity.
  - 3.2.1 Use of the Internet shall be for city business only.

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<sup>7</sup> Section 2.10 revised, *5<sup>th</sup> Edition* removed from CALEA standard reference, per Policy Change Order 17-014.

<sup>8</sup> Section 3.1.2 revised, punctuation change for consistency, per Policy Change Order 17-014.

## **SOG 308.1**

### **Information Systems**

Effective Date: 04/04/2017

- 3.2.2 Discretion should be used when downloading of files from the Internet. A number of sites available on the Internet such as Bulletin Boards may contain computer viruses.
  - 3.2.2(a) All downloading of files from the Internet should be to the user's local hard drive (C: Drive) or portable/removable storage device.
  - 3.2.2(b) Downloaded files are to be scanned for computer viruses prior to transferring to any network.
  - 3.2.2(c) Should viruses be detected the Information Systems Division Support Center should be notified immediately.
- 3.3 Before using a personally owned laptop computer, employees shall secure authorization from the City's Network Administrator and sign a waiver.
  - 3.3.1 Adhere to all laws, policies and merit rules that apply to use of personally owned laptops when used for City business.
  - 3.3.2 Do not store any information related to City business on the machine.
- 3.4 Exercise caution to protect the system's integrity.
  - 3.4.1 Exercise a high level of security with remote accounts (remote dial-up access to City and Police Network) and direct access accounts or from a stationary workstation within the department.
  - 3.4.2 Upon activating the account the employee selects a unique password to gain future access to the account, per the systems policy.
    - 3.4.2(a) Passwords do not entitle the employee to a sense of privacy. The department may engage in monitoring of electronic files created by employees for valid purposes, including employee supervision. This applies to personally owned computers when used for City business.
  - 3.4.3 Employees shall not disclose their password to others or attempt to obtain other persons' passwords.
  - 3.4.4 Log out of the system when absent from the workstation so as not to create a security hazard.
  - 3.4.5 Routinely reviews files for purging of old or unneeded files they created for their use only.
- 3.5 Exercises caution to protect the system's physical well being.
  - 3.5.1 Installing or deleting of software on employer owned equipment is prohibited unless directed by the Information Systems Division Support Center.
  - 3.5.2 Movement, disconnecting or disassembling of computer components (computer, printer, modem, etc.) from workstations is prohibited

## **SOG 308.1**

### **Information Systems**

Effective Date: 04/04/2017

unless directed by the supervisor through the Information System Division Support Center.

- 3.5.3 Coordinate through the supervisor and report to the Information System Division Support Center or Communications Department all equipment that is malfunctioning.
- 3.5.4 Maintain workstation clean and free of dust and dirt.
- 3.5.5 Keep food, liquid, and other harmful articles away from computer workstations.
- 3.5.6 Exercise the same high level of physical security for laptops and other portable computer components as with other department computer equipment.

## **4 SOFTWARE USAGE**

- 4.1 Computer software generally is a licensed product. The city purchases the right to use a computer program on a specified number of workstations. The department respects all computer software copyrights and adheres to the terms of software licenses.
  - 4.1.1 Employees shall not duplicate any licensed software obtained for the department's use.
  - 4.1.2 Shareware software is also copyrighted material that is distributed free for a trial period. Should the department or employee have a qualified use of a shareware program those programs shall also be licensed.
  - 4.1.3 Employees personally owned/licensed software shall not be installed on city owned equipment.

## **5 RESTRICTIONS**

- 5.1 Use of any PC or workstation for any purpose which violates any federal, state, or local laws is prohibited
- 5.2 Personal use of Police Department network computer workstations is discouraged. However, there may be legitimate uses for the network involving work which is reasonably relevant to the organizational mission, and is therefore authorized.
  - 5.2.1 Personal use of MULES, NCIC, intelligence, or local file databases is strictly prohibited. Unauthorized use of such databases will be met with disciplinary action and, in some cases, may result in criminal prosecution.
- 5.3 Use of any PC or workstation for commercial purposes, for financial, or for material gain while on or off duty is prohibited.

## **SOG 308.1**

### **Information Systems**

Effective Date: 04/04/2017

- 5.4 Sending harassing, intimidating, abusive or offensive material to or about others is prohibited.
- 5.5 Using another person's identity and another person's password is prohibited.
- 5.6 Employees shall not add, remove, or reconfigure employer owned computer components without approval of the supervisor through the Information System Division Support Center. This includes hardware and software.
- 5.7 Employees experiencing system network problems shall not shut off the PC or workstation until the appropriate system administrator (IS Support Center or ECD) has been contacted.
- 5.8 The use of Power on Passwords/Application Passwords shall only be used with supervisory permission and be on file with supervisors and accessible by system administrator representatives.
- 5.9 Unplugging workstations from surge protectors is prohibited.
- 5.10 No software shall be added, deleted or in any way modified in the CAD terminals. All such requests or needs shall be routed to the CAD System Administrator in the Emergency Communications Department.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 11/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>308.2</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services	<b>Chapter Title:</b> Information Systems Management <sup>1</sup>		
<b>Chief of Police:</b>			

### Electronic Mail

#### I Policy

The Springfield Police Department continually strives to improve the efficiency of information flow with electronic communication services. Employees should utilize local and wide area computer networks, voice mail, facsimile transmission, electronic mail (E-mail), the Internet and the Intranet. Use of e-mail should be consistent with common sense, common decency, and civility applied to the electronic documentation environment.

#### II Definitions

**E-Mail** – Computerized transmission of written correspondence.

**Encryption** – Encoded electronic message.

**File Server** – Network device which manages access and storage of network files.

**Network** – System of connected devices (computers, printers, etc.) which communicate and share services.

**System Administrator** – The individual responsible for operating and maintaining the department's computer network system.

**Workstation** – Desktop or laptop computer which is connected to the network. Workstations give the user access to network services.

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<sup>1</sup> Chapter Title revised, typographical correction, per Policy Change Order 17-015.

## **SOG 308.2**

### **Electronic Mail**

Effective Date: 04/04/2017

## **III Procedure<sup>2</sup>**

### **1 LEGAL OBLIGATIONS**

- 1.1 Use of e-mail and City telephones is subject to all federal, state, and local law, including:<sup>3</sup>
  - 1.1.1 RSMo 569.095 - 569.099 concerning computer crime.<sup>4</sup>
  - 1.1.2 RSMo 573.010 - 573.065 concerning pornography and related offenses.
  - 1.1.3 The Federal Communications Decency Act of 1996.
  - 1.1.4 The Missouri Sunshine Law, RSMo 610.029.
- 1.2 Attachment of copyrighted materials to e-mail or inclusion of copyrighted material in e-mail is strictly prohibited under federal statutes.

### **2 CITY DEPARTMENT OF INFORMATION SYSTEMS**

- 2.1 The computer systems administrator is responsible for activating the employee account after the employee has received training in the use of e-mail.
- 2.2 The Department of Information Systems (IS) is responsible for technical support, maintenance, routine file back-ups, trouble-shooting hardware and software problems, preventing unauthorized access and system misuse.
- 2.3 IS will monitor account activity as necessary. They will assist supervisors in retrieving department related e-mail messages in the absence of employees.
  - 2.3.1 This may occur when the employee's supervisor has knowledge of an important e-mail message in the employee's account, and the employee is absent, and there is a need to retrieve that message.

### **3 SUPERVISOR RESPONSIBILITY**

- 3.1 Makes requests through the Department of Information Systems representative to the system administrator for employee e-mail accounts and purging of accounts.
- 3.2 Authorizes e-mail accounts as needed, subject to approval by the employee's Bureau Commander.
- 3.3 Verify employees receive proper training or instructions prior to using e-mail.
- 3.4 Retrieves and processes important e-mail or employee files in the absence of the employee that require immediate response.

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2 Section III heading revised, per Policy Change Order 17-015.

3 Section 1.1 revised, unnecessary words removed, per Policy Change Order 17-015.

4 Section 1.1.1 revised, RSMo reference updated, per Policy Change Order 17-015.



## **SOG 308.2**

### **Electronic Mail**

Effective Date: 04/04/2017

3.4.1 This may occur when the employee's supervisor has knowledge of an important e-mail message in the employee's account and the employee is absent, and there is a need to retrieve that message.

3.5 Supervisors, with Department Head approval, have the authority to inspect the contents of any equipment, files, calendars, or electronic mail in the normal course of their supervisory responsibilities.

3.5.1 A request for such activity should be directed to the Director of Information Systems.

## **4 EMPLOYEE RESPONSIBILITY**

4.1 Exercise caution to protect the system.

4.1.1 Upon activating the account the employee selects a unique password to gain future access to the account.

4.1.1(a) Employees should not disclose their password to others or attempt to obtain other persons' passwords.

4.1.1(b) Passwords do not entitle the employee to a sense of privacy. The department may engage in monitoring of electronic mail messages or other electronic files created by employees for valid purposes, including employee supervision.

4.1.2 Log out of the system when absent from the workstation or utilize a screen saver password for temporary absences.

4.1.3 Employees should not open suspicious e-mails or open attachments to e-mails from unfamiliar addresses without first contacting the HELP DESK in IS.

4.1.4 Outbreaks of any virus, worm, or related malfunctions should be reported immediately to the HELP DESK.

4.2 Prompt response to e-mail is a matter of common courtesy. E-mail should be responded to just as you would respond to telephone messages, voice mail, and other correspondence.

4.2.1 If an employee has an e-mail account, they are responsible for checking their e-mail account at least once during the workday.

## **5 RESTRICTIONS**

5.1 The use of E-mail for any purpose which violates any federal, state, or local laws is prohibited.

5.2 The use of E-mail for commercial purposes is prohibited.

5.3 Misrepresenting your identity or affiliation in e-mail communications is prohibited.

## **SOG 308.2**

### **Electronic Mail**

Effective Date: 04/04/2017

- 5.4 Sending harassing, intimidating, abusive or offensive material to or about others is prohibited.
- 5.5 Intercepting, disrupting, or altering electronic communications packets is prohibited.
- 5.6 The use of someone's identity and password is prohibited.
- 5.7 Causing congestion on the network by such things as creating "chain letters" or broadcasting inappropriate messages to lists or individuals is prohibited.
- 5.8 Employees may utilize City computer workstations for the transmission and reception of personal e-mails subject to the following terms:
  - 5.8.1 Personal use shall be reasonable and not interfere with the work performance of the employee;
  - 5.8.2 Personal e-mail use is expected to conform to those other restrictions for e-mail use presented in this section;
  - 5.8.3 Employees enjoy no legal protection or privacy interest in e-mail content sent or received in the City system.

## **6 VOICE MAIL SYSTEMS**

- 6.1 Each employee is provided with either a telephone extension with voice-mail or a voice-mail box through the Meridian Mail system.
- 6.2 Each employee is responsible for:
  - 6.2.1 Attaching a professional greeting which includes:
    - 6.2.1(a) Working hours or, in the case of an officer assigned to the field, an explanation that working hours vary greatly.
    - 6.2.1(b) Reassurance that you will check your mail box as soon as possible.
    - 6.2.1(c) In case of emergency, referral to 911.
    - 6.2.1(d) Other non-emergency police service or immediate information, referral to TELCOM (1810).
  - 6.2.2 Checking messages and returning calls each working day.
- 6.3 If a return call is deemed to be inappropriate (such as an irate citizen), contact your supervisor for guidance/assistance.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/29/2016	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>308.3</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Information Systems Management	
<b>Chief of Police:</b>			

## CAD/RMS Data Management

### I Policy

The Springfield Police Department hereby establishes a formal management process for the maintenance of the department's personnel and vehicle data in the Computer Aided Dispatch (CAD) System and the Records Management System (RMS).<sup>1</sup>

### II Definitions<sup>2</sup>

**CAD Data** – CAD system data lists essential personnel, radio, and vehicle information which may need to be shared with other agencies. Other data includes DSN, radio, and vehicle numbers that are linked together to enable communication in CAD.

**RMS Personnel File** – Unclassified file within the RMS containing employee information necessary to conduct business and for emergency purposes.

**RMS Personnel Data** – The RMS personnel files include additional records not entered in CAD. Some of the information includes race, original hire date, rank/promotion date, academy number, and specialist skills.

**Vehicle Data** – A CAD record of the vehicle number.

### III Procedure

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<sup>1</sup> Policy Statement revised; capitalization, punctuation, and wording change; per Policy Change Order 15-081.

<sup>2</sup> Definitions revised to reflect current CAD and RMS systems, per Policy Change Order 15-081.

### **SOG 308.3**

#### **CAD/RMS Data Management**

Effective Date: 03/29/2016

## **1 RMS PERSONNEL FILE MANAGEMENT <sup>3</sup>**

1.1 All employees shall be entered into the RMS Personnel file.

### **1.2 Personnel Data Collection and Data Entry**

#### **1.2.1 Supervisor responsibility:**

1.2.1(a) Upon employment, the supervisor shall have all sworn and non-sworn employees complete and submit a CAD/RMS Personnel Action Form (SPD Form # 98-AD-0296). <sup>4</sup>

1.2.1(b) During the employees annual evaluation, the supervisor shall have the employee complete a new CAD/RMS Personnel Action Form to ensure data is current and revised if necessary. <sup>5</sup>

1.2.1(c) Supervisors shall sign and forward the CAD/RMS Personnel Action Form to the Police Services Administrator. <sup>6</sup>

#### **1.2.2 Employee responsibility:**

1.2.2(a) Should personal data change during the course of employment, the employee shall provide a revised CAD/RMS Personnel Action Form. <sup>7</sup>

1.2.2(b) Personnel data shall include special skills and languages that the employee is qualified to utilize in their current assignment. <sup>8</sup>

1.2.3 The Chief of Police or his designee shall be responsible for notifying the Police Services Administrator of employee promotions, transfers, or termination. <sup>9</sup>

#### **1.2.4 Computer Entry, Revisions and Purging Responsibility**

1.2.4(a) The Police Services Administrator or designee is responsible for entering employee names and DSN numbers into CAD/RMS. They shall also be responsible for the CAD/RMS computer entry, revisions, and purging of data from CAD/RMS Personnel Action Forms. <sup>10</sup>

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<sup>3</sup> Section 1 heading revised, per Policy Change Order 15-081.

<sup>4</sup> Section 1.2.1(a) revised, punctuation change, per Policy Change Order 15-081.

<sup>5</sup> Section 1.2.1(b) revised, wording changes, per Policy Change Order 15-081.

<sup>6</sup> Section previously numbered 1.2.1(c) was deleted, subsequent section renumbered, per PCO 15-081.

<sup>7</sup> Section 1.2.2(a) revised, form number removed, per Policy Change Order 15-081.

<sup>8</sup> Section 1.2.2(b) revised, wording change, per Policy Change Order 15-081.

<sup>9</sup> Section 1.2.3 revised, wording change, per Policy Change Order 15-081.

<sup>10</sup> Section 1.2.4(a) revised, *designee* added, per Policy Change Order 15-081.

## **SOG 308.3**

### **CAD/RMS Data Management**

Effective Date: 03/29/2016

- 1.2.4(b) The Fleet and Equipment Supervisor is responsible for entering radio and vehicle numbers into the CAD system.<sup>11</sup>

## **2 FILE SECURITY<sup>12</sup>**

- 2.1 RMS personnel files are accessible to select department employees to conduct department business or for use in emergencies. Unauthorized use of the files will result in appropriate action being taken.<sup>13</sup>

## **3 ANNUAL AUDIT<sup>14</sup>**

- 3.1 An annual audit of employees entered into the RMS shall be conducted by the Police Services Administrator.<sup>15</sup>

## **IV Attachments**

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11 Section 1.2.4(b) revised, radio and vehicle entry responsibility changed, per Policy Change Order 15-081.

12 Section 2 heading revised, capitalization, per Policy Change Order 15-081.

13 Section 2.1 revised, terminology and wording change, per Policy Change Order 15-081.

14 Section 3 heading revised, capitalization, per Policy Change Order 15-081.

15 Section 3.1 revised, SOG reference removed, per Policy Change Order 15-081.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/31/2013	<b>Supersedes Policy Dated:</b> 11/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>308.4</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Informations Systems Management	
<b>Chief of Police:</b>			

## Mobile Data Communications System

### I Policy

The purpose of the Mobile Data Communication System (MDCS) shall be to improve the City of Springfield's public safety responsiveness by utilizing data communications in police vehicles. It is the policy of the Springfield Police Department that all personnel shall adhere to department training and the provisions herein regarding the use of the Mobile Data Communications System.

### II Definitions

**Assigned Employee** - A police department employee who has been assigned a department Mobile Data Terminal.

**Hardware** –Equipment that makes a computer system, e.g. monitors, printers, or peripheral equipment etc, as opposed to the software used on it.

**Log On (Sign On)** - A process that the assigned employee performs to open a computer program or system, may also refer to a name and password or other appropriate commands used for logging on to a computer.

**Log Off (Sign Off)** - A process that the assigned employee performs to close a computer program or leave a computer system.

**MDT Communications** – Includes Talk, Announce and Mail used for sending electronic messages from one person to another person or group of individuals via use of Mobile Data Terminal.

## **SOG 308.4**

### **Mobile Data Communications System**

Effective Date: 12/31/2013

**Mobile Data Terminal (MDT)** – Computers having access to the Mobile Data Communications System.

**Network** - A system of interconnected computers which allows the sharing of files, software, printers, or peripheral equipment.

**Software** - Computer programs and applications ran on a computer system, e.g. word processing or database packages.

**System Administrator** - The Information Systems (IS) Network Technician assigned to the Police Department responsible for the operation and maintenance of the Mobile Data Communications System.

**System Maintenance and Installations** – Additions, modifications or deletions of any software or hardware to the Mobile Data Communications System.

**Unauthorized Software** - Any software that has not been approved

### **III Procedure<sup>1</sup>**

- 1 The Mobile Data Communication System was designed to allow access to various federal, state and local databases and provides a secure method of communication between field units.
  - 1.1 Computerized networks include but are not limited to the Missouri Uniform Law Enforcement System (MULES), Springfield-Greene County Computer Aided Dispatch (CAD), City, Police Department networks, and Police Records Management System (RMS).
    - 1.1.1 The Mobile Data Terminals, hardware, software and other equipment referred to under this guideline relate only to the Mobile Data Communication System unless otherwise specified.
- 2 The Mobile Data Communication System is for work related activity, personal use of information or equipment is strictly prohibited.
- 3 No employee will attempt to gain access to any area they are not authorized.
  - 3.1 This includes, but is not limited to:
    - 3.1.1 Other employee MDT communications;
    - 3.1.2 File folders; or
    - 3.1.3 Hard drives.

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<sup>1</sup> III Procedure, grammatical correction, per Policy Change Order 13-122, Effective Date 12/31/2013.

## **SOG 308.4**

### **Mobile Data Communications System**

Effective Date: 12/31/2013

- 4 The assigned employee is responsible to physically safeguard the MDT from theft, destruction or unauthorized use. (i.e. locking their vehicles when left unattended.)
  - 4.1 ALL information is considered to be confidential and shall not be disseminated to the general public.
  - 4.2 Employees shall secure the screen display so that it cannot be viewed by unauthorized persons.
    - 4.2.1 Close the lid on laptop computers when not in active use.
    - 4.2.2 If the assigned employee leaves the MDT unattended they should lock their Windows session by selecting Ctrl+Alt+Delete, Lock Computer.
  - 4.3 Employees will not give their passwords to any other persons nor will they leave the password in a discernable written form in or near their computer.
    - 4.3.1 Employees may be required to disclose this information to chain of command or support personnel for department business purposes.
- 5 Mobile Data Communications System training is conducted during the Police Academy and updated periodically during In-Service Training as necessary.
- 6 Mobile Data Terminals
  - 6.1 MDTs are used to obtain information from various law enforcement databases.
  - 6.2 MDTs require a user to log on to gain access to the system.
  - 6.3 Use of a MDT by anyone other than authorized department employees requires authorization from the employee's supervisor.
  - 6.4 MDTs may be operated while the vehicle is in motion
    - 6.4.1 The driver of the vehicle shall remain cognizant of traffic conditions while exercising normal care, safe operating practices, and considering the hazards of operating any other device such as the MDT, cell phones, two-way radios, etc.
  - 6.5 Mobile Cop
    - 6.5.1 Mobile Cop is an application within MDCS that gives the user access to the Missouri Uniform Law Enforcement System (MULES) and the Springfield-Greene County Computer Aided Dispatch (CAD) system and requires the user to log on the system for access.
    - 6.5.2 MULES
      - 6.5.2(a) Missouri State Highway Patrol MULES certification course must be completed prior to access.
        - 6.5.2(a.1) It is the responsibility of the assigned employee to maintain MULES certification.



## **SOG 308.4**

### **Mobile Data Communications System**

Effective Date: 12/31/2013

#### **6.5.3 CAD**

6.5.3(a) Officers will perform the following functions in CAD when time and safety allows:

6.5.3(a.1) Check pending and active calls for service.

6.5.3(a.2) Obtain Case Numbers.

6.5.3(a.3) Initiate the following incidents:

6.5.3(a.3.1) Breaks

6.5.3(a.3.2) Service Center / Maintenance

6.5.3(a.3.3) Car Wash

6.5.3(a.3.4) Admin Time: Court, HQ, SDS, or Reports – These shall have events logged and are not status changes.

6.5.3(a.3.5) Directed Enforcement – Traffic Officers Only

6.5.3(a.3.6) These are the only call types officers are authorized to initiate themselves, all other call types are initiated by the Springfield/Greene County Emergency Communications Department.

6.5.3(a.4) Change Call Status – with the exception of emergency response to life-threatening incidents and other situations where officer safety becomes an issue during arrival, officers are responsible for showing themselves in route, arrived and cleared from all calls dispatched via the MDT.

6.5.3(a.4.1) The status change shall also be broadcast verbally via the radio.

6.5.3(a.5) The primary unit is responsible for disposition of all calls.

## **SOG 308.4**

### **Mobile Data Communications System**

Effective Date: 12/31/2013

6.5.3(a.5.1) HBO, GOA or UNF calls require a short written explanation in the comments section of the justification for the HBO, GOA or UNF classification.

#### **6.6 MDT Communications**

- 6.6.1 Messages sent on the MDT Communications system will be for departmental business.
- 6.6.2 An employee shall not attempt to gain access to another employee's communications.
- 6.6.3 Employees shall make their mail available to a supervisor in their chain of command upon request.
- 6.6.4 Communications sent through the Mobile Data Computer System may be retrieved by authorized personnel at a later time, even though it may have been deleted from the assigned employee's account.
- 6.6.5 MDT Communications may not be protected under the Missouri Sunshine Law and could be subject to a discovery motion in a criminal case, civil case, or internal investigation.
- 6.6.6 Communications should be considered in the public domain. Messages should be professional and courteous.

## **7 SYSTEM MAINTENANCE**

- 7.1 The System Administrator is responsible for all maintenance, support and repair of the equipment related to the Mobile Data Communications System.
- 7.2 No software or hardware will be loaded or installed on the Mobile Data Communications System without authorization.
- 7.3 Personal computers or other equipment may not be connected to the Mobile Data Communications System without authorization.
- 7.4 The following procedures should be followed to receive authorization for new software and equipment:
  - 7.4.1 A written request shall be submitted, through the Chain of Command, approved by the Chief of Police or Bureau Commander and Information Systems.
    - 7.4.1(a) The written request should contain the following information:
      - 7.4.1(a.1) A needs analysis;
      - 7.4.1(a.2) A statement of how the equipment will benefit the department; and

## **SOG 308.4**

### **Mobile Data Communications System**

Effective Date: 12/31/2013

- 7.4.1(a.3) The training requirements if the equipment is approved.
    - 7.4.1(b) If the request is approved, a copy of this approval should be forwarded and processed in accordance with current department policy regarding purchases.
    - 7.4.1(c) If the request is denied, the reasons will be provided to the requesting officer by the System Administrator.
  - 7.5 The System Administrator should be notified via email as soon as possible if equipment within the mobile data system malfunctions, is damaged, stolen, or it is believed unauthorized access was attempted or gained.
    - 7.5.1 The following information should be documented:
      - 7.5.1(a) Date and time of occurrence;
      - 7.5.1(b) Detailed description of the problem;
      - 7.5.1(c) Vehicle experiencing the problem;
      - 7.5.1(d) If the problem be re-created;
      - 7.5.1(e) Reporting person and contact telephone number.

## **8 USER ACCOUNT MAINTENANCE AND INSPECTIONS**

- 8.1 New employees needing mobile data access accounts should notify their supervisor of this need.
  - 8.1.1 The employees direct supervisor should make a request through the chain of command for account approval via email.
    - 8.1.1(a) Final approval should be forwarded to the System Administrator via email.
- 8.2 Personnel leaving employment with the Springfield Police Department will have their mobile data access accounts deleted.
  - 8.2.1 It is the employee's direct supervisor's responsibility to notify the System Administrator via email when an employee is no longer employed by the SPD.
    - 8.2.1(a) The Support Operations Section Commander will ensure that the System Administrator conducts an audit of users every 90 days to determine the accuracy of user accounts. The Commander will provide proper documentation of the results through an IDC.<sup>2</sup>
- 8.3 The MDCS computers are subject to line or staff inspections at any time.

## **9 LOG FILE ACCESS**

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<sup>2</sup> Section 8.2.1(a) revised mobile data account audit process, per Policy Change Order 13-122, Effective Date 12/31/2013.

## **SOG 308.4**

### **Mobile Data Communications System**

Effective Date: 12/31/2013

- 9.1 The System Administrator and all Internal Affairs Investigators can access and search the log files created by the Mobile Data Communications System.
- 9.2 Users of the system can see their own log files, but not those of other users.
  - 9.2.1 Requests to see log files of others must be approved by a lieutenant or above.
  - 9.2.2 Requests for access shall be forwarded to the System Administrator via Email.
- 9.3 The System Administrator may release log file information to Springfield-Greene County E911 upon request.
  - 9.3.1 Other requests from outside agencies must be approved by a lieutenant or above and may require a subpoena for release.
- 9.4 Log files will be retained for a period of 2 years in accordance with the Record Retention schedule as published by the Missouri Secretary of State.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 03/29/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>310.8</b>
<b>Accreditation Index:</b> 1.2.5, 42.2.10, 71.1.1, 71.2.1, 71.3.1, 71.3.3, 71.4.1, 71.4.2, 71.4.3, 71.5.1 <sup>1</sup>			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Detention Management and Operations	
<b>Chief of Police:</b>			

## Detainee Processing, Temporary Detention Areas, and Interview Rooms

### I Policy <sup>2</sup>

In carrying out the daily duties and responsibilities of law enforcement, it is often necessary to arrest and physically detain persons pending appearance in court, transfer to another facility, or until the immediate phase of an investigation has been completed.

Officers may detain persons for the purpose of processing or questioning as a result of an arrest. Use of interview rooms and temporary detention areas in police facilities by all sworn personnel shall be in accordance with these procedures in order to protect the individual safety, security, and civil rights of all.

Procedures for the handling juvenile detainees shall be consistent with the regulations of the Juvenile Justice and Delinquency Prevention Act.

### II Definitions <sup>3</sup>

**Constant Supervision** – The direct, personal supervision and control of a detainee by the attending officer who can immediately intervene on behalf of the agency or the detainee. (CALEA Glossary)

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<sup>1</sup> Accreditation Index revised, CALEA 5<sup>th</sup> Edition reference deleted, per Policy Change Order 18-020.

<sup>2</sup> Policy Statement revised, reference to JJDPa added, per Policy Change Order 18-020.

<sup>3</sup> Definitions for *Juvenile Delinquent Offenders* and *Juvenile Status Offenders* revised, *Secure Custody* definition added, per Policy Change Order 18-020.

## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

**Custody** – Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person. (CALEA Glossary)

**Detainee** – A person in custody of agency personnel whose freedom of movement is at the will of agency personnel. (CALEA Glossary)

**Juvenile Delinquent Offenders** – Juveniles suspected of committing acts that would be crimes if committed by an adult. (Missouri Juvenile Justice Guidelines and Recommended Practices)

**Juvenile Status Offenders** – Juveniles who commit acts that would not be considered a crime if committed by an adult but may subject the child to juvenile or family court jurisdiction. Status offenses include truancy, beyond parental control, runaway, behavior or association injurious to the child's welfare, and other acts that are applicable only to children. (Missouri Juvenile Justice Guidelines and Recommended Practices)

**Interview Room** – Rooms specifically designed and intended to be used for the custodial or non-custodial interview or interrogation of persons suspected of being involved in criminal activity, or persons victimized by or witnessing criminal activity.

**Processing** – Includes pre-booking activities involving detainees in custody, after which detainees may either be released or be escorted to a holding facility, at which time they would be booked. (CALEA Glossary)

**Secure Custody** – When a juvenile detainee is placed in a holding cell or in any other room that is capable of being locked as to prevent someone from exiting, whether or not the lock is actually engaged. (Juvenile Justice and Delinquency Prevention Act)

**Temporary Detention** – Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances. (CALEA Glossary)

## **III Procedure**

### **1 GENERAL INFORMATION <sup>4</sup>**

#### **1.1 Adult Offenders <sup>5</sup>**

1.1.1 The Greene County Justice Center (GCJC) serves as the primary processing, detention, and booking facility for the Springfield Police Department (SPD).

1.1.2 Under normal circumstances, adults in custody shall be taken directly to the GCJC.

#### **1.2 Juvenile Offenders <sup>6</sup>**

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<sup>4</sup> Main Section Headings capitalization throughout policy, per Policy Change Order 18-020.

<sup>5</sup> Section 1.1 revised, minor rewording, per Policy Change Order 18-020.

<sup>6</sup> Section 1.2 revised, minor rewording and Subsection 1.2.4 added, per Policy Change Order 18-020.

## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

- 1.2.1 The Greene County Juvenile Office (GCJO) serves as the primary juvenile processing and detention facility for the Springfield Police Department.
    - 1.2.2 Under normal circumstances, juvenile offenders in judicial custody shall be taken directly to the GCJO.
    - 1.2.3 If a juvenile offender detainee, regardless of the offense, enters Police Headquarters or the South District Station; the officer must complete entry on the Juvenile Custody Log (SPD Form # 13-SP-0642) located at the front desk.
    - 1.2.4 Juvenile offenders not transferred into the custody of the GCJO shall be released to a parent/guardian or their designee.
  - 1.3 Combative detainees will be taken directly to the GCJC or the GCJO.
- 2 SUPERVISION, ACCOUNTABILITY, AND SECURITY OF DETAINEES <sup>7</sup>
- 2.1 All detainees will be under observation and supervision of an officer while in custody.
  - 2.2 The arresting or investigating officer shall bear the responsibility of detainee security and ensure the detainee is supervised and processed according to Department guidelines.
  - 2.3 Detainees will not be restrained by attachment to any fixed object. Detainees requiring such restraint shall be immediately transported to the GCJC or the GCJO. (CALEA 71.3.1(d))
  - 2.4 Should a detainee become violent, they shall be properly restrained and may be transported to the GCJC or the GCJO.
  - 2.5 Detainees shall be isolated from other detainees involved in the same case until after they are interviewed.
  - 2.6 Investigators shall isolate detainees from victims and witnesses.
  - 2.7 Female detainees shall always be physically separated from male detainees.
  - 2.8 Juvenile Offenders
    - 2.8.1 Juveniles in law enforcement custody should not be left unsupervised and continuous visual supervision should be maintained at all times.
    - 2.8.2 Juveniles shall always be physically separated, including sight and sound separation, from adult detainees.
    - 2.8.3 Secure Custody <sup>8</sup>
      - 2.8.3(a) A juvenile detainee is considered to be in secure custody when placed in a holding cell or any other room/area capable of being locked as to prevent someone from exiting, whether or not the lock is actually engaged.
      - 2.8.3(b) Only juvenile delinquent offenders may be held in secure custody.
      - 2.8.3(c) Status offenders cannot be held in secure custody for any length of time.

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<sup>7</sup> Section 2 revised, minor reorganization, per Policy Change order 18-020.

<sup>8</sup> Section 2.8.3 added regarding secure custody requirements and procedures, per Policy Change Order 18-020.

## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

- 2.8.3(c.1) The use of handcuffs and/or physical restriction of movement or activities provided solely through supervision by department personnel does not constitute secure custody.
- 2.8.3(d) If a juvenile delinquent offender is placed in secure custody at any point for any length of time, the juvenile must be released or transferred to the GCJO within six hours from their time of entry into Police Headquarters or the South District Station.
- 2.8.3(d.1) Time spent in non-secure custody pending release to a parent/guardian or transport time to the juvenile facility does not count as part of the six-hour limit.
- 2.8.3(e) Secure custody detentions exceeding the six-hour limit is a violation of the Juvenile Justice and Delinquency Prevention Act.

## **3 SPRINGFIELD POLICE DEPARTMENT PROCESSING AREAS**

- 3.1 The Springfield Police Department has two processing areas, the Breathalyzer Room at the South District Station and the Fingerprint and Photograph Station at Police Headquarters.
- 3.2 All processing areas are to be used for processing only. They are not to be used for temporary detention. (CALEA 7.1.1)
- 3.3 Officers are allowed to carry department-approved weapons, including firearms, while processing a detainee. (CALEA 71.5.1(b))
- 3.4 All persons being processed shall be under constant supervision of an officer. (CALEA 71.5.1(a))
- 3.5 Persons being processed shall not be held in a processing area longer than is necessary to complete the task.
- 3.6 Processing Areas
  - 3.6.1 The Breathalyzer Room at the South District Station (room A139) is to be used for DWI processing only. (CALEA 71.1.1)
    - 3.6.1(a) The Breathalyzer Room is equipped with a pre-recorded panic alarm that operates off the public address system. It is announced solely to staff located within the South District Station. (CALEA 71.5.1(c))
  - 3.6.2 The Fingerprint and Photograph Station at Police Headquarters (located in the basement outside room 051) is used to fingerprint and/or photograph juveniles when the GCJO fingerprint and photograph station is not available. (CALEA 71.1.1)
    - 3.6.2(a) The Fingerprint and Photograph Station is not equipped with a panic alarm. Officers shall carry a portable police radio with them to act as an alarm system. (CALEA 71.5.1(c))

## **4 SPRINGFIELD POLICE DEPARTMENT TEMPORARY DETENTION AREAS**



## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

- 4.1 The Springfield Police Department has temporary detention areas at Police Headquarters and the South District Station. They are designed and intended for temporary detention of detainees pending release, imminent extradition, interview or interrogation, or transfer to another facility.<sup>9</sup>
  - 4.1.1 The Police Headquarters Temporary Detention Area is on the basement level in the Report Writing Room (room 058), consisting of:
    - 4.1.1(a) Observation Area (not numbered);
    - 4.1.1(b) Holding Cell 1 (room 057);
    - 4.1.1(c) Holding Cell 2 (room 056).
  - 4.1.2 The South District Station Temporary Detention Area is on the first floor adjacent to the Report Writing Room (room A168), consisting of:
    - 4.1.2(a) Observation Area (room A138);
    - 4.1.2(b) Holding Cell 1 (room A132);
    - 4.1.2(c) Holding Cell 2 (room A133);
    - 4.1.2(d) Holding Cell 3 (room A137).
  - 4.1.3 Holding cells are equipped with drinking water, toilets, and adequate space for reasonable and necessary movement. (CALEA 71.4.1)
    - 4.1.3(a) Other reasonable needs requested by the detainee will be addressed in a timely manner. (CALEA 71.4.1)
  - 4.1.4 Police Headquarters and the South District Station temporary detention areas are equipped with pre-recorded panic alarms that operate off the public address system. It is announced solely to staff located within their respective buildings. (CALEA 71.3.3(b))
- 4.2 Only sworn personnel who have received training in temporary detention policies and procedures are authorized to use the temporary detention areas. Refresher training shall take place at least once every three years and shall be documented in the officer's training files maintained by the Training Section. (CALEA 71.2.1)
- 4.3 Detainees shall be under constant supervision until secured in a holding cell.
- 4.4 Officers shall conduct a security inspection of the holding cell prior to and following use.
- 4.5 Officers shall secure firearms and knives prior to entering a holding cell.<sup>10</sup> (CALEA 71.3.3(a))
  - 4.5.1 Officers are allowed to carry other department-approved weapons (e.g. pepper spray, TASER, baton) into a holding cell.<sup>11</sup>
- 4.6 Detainees placed in a holding cell shall be thoroughly searched and all of their personal property secured.

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<sup>9</sup> Section 4.1 revised, minor rewording, per Policy Change Order 18-020.

<sup>10</sup> Section 4.5 revised, securing of knives prior to entering holding cell added, per Policy Change Order 18-020.

<sup>11</sup> Section 4.5.1 revised, unnecessary wording removed, per Policy Change Order 18-020.

## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

- 4.6.1 This includes the contents of all pockets, all jewelry, watches, belts, footwear, hairpins, coats, purses, etc.
- 4.6.2 All such property shall be placed in a property bag and sealed with packaging tape. Coats, shoes, and large items do not require bagging.
- 4.6.3 If property is secured, the officer will complete a GCSO Arresting Officer Property Sheet.
- 4.6.4 The property and the GCSO Arresting Officer Property Sheet shall be secured in a detainee property bin located in the temporary detention observation area.
  - 4.6.4(a) If the detainee is released and not transferred to another facility, the officer will write the case number on the top right corner of the GCSO Arresting Officer Property Sheet just above the date, complete the receipt information at the bottom of the form, and indicate the items were returned to the detainee while at the SPD.<sup>12</sup>
  - 4.6.4(b) The officer shall forward the original form to the Records Section to be included in the incident file.
- 4.6.5 Once a detainee has been placed in a holding cell, police personnel shall not enter that cell except to remove the detainee for questioning or release, or other authorized official activities.
- 4.7 Holding Cell Time Limitation<sup>13</sup> (CALEA 71.3.1)
  - 4.7.1 Adult detainees may be locked in a holding cell for a period not to exceed six hours.
    - 4.7.1(a) Detentions exceeding two hours must be approved by a section commander.
    - 4.7.1(b) The officer will conduct face-to-face visual checks of the detainee at least every 30 minutes. (CALEA 71.3.3(e))
    - 4.7.1(c) Officers may monitor the detainee through video observation between the face-to-face visual checks. (CALEA 71.3.3(f))
    - 4.7.1(d) Detainees shall be released or transferred to jail prior to the six-hour time limit.
      - 4.7.1(d.1) If the six-hour limit is exceeded, the officer shall document the reason for the delay in the RMS report.
  - 4.7.2 Juvenile delinquent offenders may be locked in a holding cell for the purpose of processing, release, or transfer to a juvenile facility.
    - 4.7.2(a) If a juvenile delinquent offender is placed in a holding cell, the six-hour secure custody time limit applies as previously outlined in this policy.
      - 4.7.2(a.1) If the six-hour limit is exceeded, the officer shall document the reason for the delay in the RMS report. (CALEA 71.3.1)

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<sup>12</sup> Section 4.6.4(a) revised, minor rewording, per Policy Change Order 18-020.

<sup>13</sup> Section 4.7 reorganized, per Policy Change Order 18-020.

## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

- 4.7.2(b) Detentions lasting longer than two hours must be approved by a section commander.
- 4.7.2(c) Continuous visual supervision of juvenile detainees must be maintained at all times.
  - 4.7.2(c.1) Officers may use video observation, as necessary, to monitor juveniles secured in a holding cell. (CALEA 71.3.3(f))
- 4.7.2(d) If video observation is utilized, the officer shall conduct face-to-face visual checks of the detainee at least every 30 minutes. (CALEA 71.3.3(e))
- 4.7.2(e) Sight and sound separation from adult detainees must be maintained at all times.
- 4.8 The detaining officer will complete a Temporary Detention Record (SPD Form # 03-IN-0468) for all individuals placed in a holding cell. <sup>14</sup> (CALEA 71.3.1)
  - 4.8.1 The completed Temporary Detention Record will be forwarded to a supervisor for review and approval.
  - 4.8.2 The approving supervisor shall forward the original approved form to the Records Section to be included in the incident file.

## **5 SPRINGFIELD POLICE DEPARTMENT INTERVIEW ROOMS <sup>15</sup>**

- 5.1 The SPD has designated interview rooms at Police Headquarters and the South District Station available for use by uniformed and non-uniformed personnel. (CALEA 42.2.10)
  - 5.1.1 Interview rooms at Police Headquarters
    - 5.1.1(a) Rooms 160, 161, and 164, located on the first floor in the hall just north of Conference Room A
    - 5.1.1(b) Room 162 and the Polygraph Room (room 146), located on the first floor in the Criminal Investigations Division directly inside the door off the hall just north of Conference Room A
    - 5.1.1(c) Room 139, located on the first floor just south of Conference Room A
  - 5.1.2 Interview rooms at the South District Station
    - 5.1.2(a) Rooms A140 and A141, located on the first floor directly across from the Briefing Room
    - 5.1.2(b) Room A136, located on the first floor directly across from the Traffic Section
  - 5.1.3 Detainees in interview rooms shall have access to a toilet, wash basin, and drinking water. Upon request, the interviewing officer shall ensure these needs are met as soon as practical. (CALEA 42.2.10(f))

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<sup>14</sup> Section 4.8 revised, minor wording change and form name correction, per Policy Change Order 18-020.

<sup>15</sup> Section 5 revised; minor wording changes throughout sections and Subsections 5.1.1(c), 5.4.1, 5.4.2, 5.7.2, 5.8, & 5.9 added; per Policy Change Order 18-020.

## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

- 5.1.4 All interview rooms are equipped with panic alarms that operate off the public address system. It is announced solely to staff located within their respective buildings. (CALEA 42.2.10(d))
  - 5.2 Interview rooms are for interview purposes only; they are not designed or intended for the temporary detention of suspects and shall not be used as holding cells.
  - 5.3 Officers shall conduct a security inspection of the interview room prior to and following use. (CALEA 42.2.10(b))
  - 5.4 Generally, interview rooms will not contain any equipment other than appropriate seating, a table, and a computer monitor. (CALEA 42.2.10(e))
    - 5.4.1 The Polygraph Room will include equipment necessary to perform polygraph examinations.
    - 5.4.2 Rooms specifically designed for the interview of child victims/witnesses will contain additional items to enhance the décor of the room.
  - 5.5 Officers conducting an interrogation shall secure their firearms and knives prior to entering an interview room. <sup>16</sup> (CALEA 42.2.10(a))
    - 5.5.1 Officers are allowed to carry other department-approved weapons (e.g. pepper spray, TASER, baton) into an interview room.
  - 5.6 Officers shall ensure criminal suspects are not armed prior to entering interview rooms. Weapons or other articles that pose a risk to officers shall be removed. (CALEA 42.2.10(b))
  - 5.7 Only police personnel involved in the investigation are allowed in the interview room during the interview. (CALEA 42.2.10(c))
    - 5.7.1 No more than three police employees shall be in the interview room during an interview with an adult detainee.
    - 5.7.2 No more than two police employees shall be in the interview room during an interview with a juvenile detainee.
    - 5.7.3 Non-police personnel such as attorneys, juvenile officers, interpreters, or Children's Services staff may also be in attendance, as appropriate. (CALEA 1.2.3)
  - 5.8 If a juvenile delinquent offender is placed in an interview room capable of being locked as to prevent someone from exiting, the six-hour secure custody time limit applies as previously outlined in this policy.
  - 5.9 Interviews with juvenile status offenders must be conducted in a room that cannot be locked to prevent exit.
- 6 ESCAPES (CALEA 71.3.3(d) and 71.5.1(d))
- 6.1 Officers must take precautions to prevent the escape of anyone in police custody.
    - 6.1.1 To minimize the possibility of escape, officers must: <sup>17</sup>

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<sup>16</sup> Section 5.5 revised, securing of knives prior to entering interview rooms added, per PCO 18-020.

## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

- 6.1.1(a) Ensure detainees are under constant supervision when not secured in a holding cell;
- 6.1.1(b) Ensure detainees are restrained as necessary while in police custody;
- 6.1.1(c) Ensure holding cell doors remain locked at all times when in use.
- 6.2 Officers will activate the panic alarm and contact the Springfield/Greene County Emergency Communications Department (ECD) in the event of an escape or attempted escape.
- 6.3 In the event of an actual escape, the watch commander will be notified immediately and descriptive information will be relayed to the ECD.

## **7 FIRE SAFETY PROVISIONS (CALEA 71.4.2)**

### **7.1 Fire Prevention**

- 7.1.1 Smoking is not permitted in any City building.
- 7.1.2 Officers shall ensure criminal suspects do not have access to articles that pose a safety risk to the department and staff while in police custody; this includes matches and cigarette lighters.
- 7.1.3 In the event of a fire or other related emergency, the primary objective will be the protection of all detainees and staff.<sup>18</sup>

### **7.2 Fire Suppression**

- 7.2.1 Police Headquarters and the South District Station have fire extinguishers located throughout the building.
- 7.2.2 As soon as fire is detected in a police building, call 911. If the fire cannot be controlled with an extinguisher, all personnel should be immediately evacuated from the building.
  - 7.2.2(a) Except when an emergency dictates, detainees shall not be evacuated until other officers arrive to assist.

### **7.3 Fire Evacuation Plan**

- 7.3.1 Emergency exit plans are posted throughout Police Headquarters and the South District Station.
  - 7.3.1(a) Police personnel shall be familiar with the emergency exit plans.
- 7.3.2 All exits shall be properly signed and illuminated to facilitate station evacuation routes.
- 7.3.3 In the event of an evacuation, employees shall assemble at designated safe zones so all personnel can be accounted for. At Police Headquarters, the north lot will act as the safe zone and at the South District Station, the south lot will be the safe zone.
- 7.3.4 Interviewing case investigators and detaining officers are responsible for the

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<sup>17</sup> Section 6.1.1 revised, minor rewording and punctuation changes, per Policy Change Order 18-020.

<sup>18</sup> Section 7.1.3 revised, minor rewording, per Policy Change Order 18-020.

## **SOG 310.8**

### **Detainee Processing, Temporary Detention Areas, and Interview Rooms**

Effective Date: 04/20/2018

safety, security, and evacuation of detainees and interviewees.

#### **8 INSPECTIONS AND ADMINISTRATIVE REVIEW (CALEA 71.4.3)**

- 8.1 The Support Operations Section Commander, or designee, shall ensure detainee processing areas, temporary detentions areas, and interview rooms are inspected monthly and documented on a Detainee Processing / Temporary Detention Area / Interview Room Inspection Report (SPD Form # 05-AD-0527).<sup>19</sup>
  - 8.1.1 The inspections shall include a functional test of all panic alarms located at Police Headquarters and the South District Station and a check of each area for unsafe conditions.
  - 8.1.2 During the inspection, the Support Operations Section Commander, or designee, shall collect the Juvenile Custody Log from the front desk and create a new log for the next month.
    - 8.1.2(a) If the log has no entries, the Support Operations Section Commander, or designee, shall write “No Entries” diagonally across the log, sign, and date it.
  - 8.1.3 The Support Operations Section Commander, or designee, is responsible for maintaining a historical file on both the Detainee Processing / Temporary Detention Area / Interview Room Inspection Reports and the Juvenile Custody Logs. Each month, copies of the completed forms shall be saved in their respective Administrative Report Clearinghouse files.
- 8.2 The Investigations and Support Services Bureau Commander, or designee, will conduct a documented review of department policy and procedures concerning temporary detention areas, processing areas, and the use of interview room at least once every three years. (CALEA 71.4.3)

#### **IV Attachments**

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<sup>19</sup> Section 8.1 revised, form name corrections and redundant form number deleted, per PCO 18-020.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/29/2016	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>310.9</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Support Services	<b>Chapter Title:</b> Detention Management and Operations		
<b>Chief of Police:</b>			

## Medical Treatment for Prisoners and Hospital Custodial Security Duties

### I Policy

The Springfield Police Department is responsible for the care and proper treatment of all prisoners in its custody. Upon becoming aware of a prisoner's need for medical attention, officers shall ensure that treatment is sought and provided in a timely manner and properly documented. <sup>1</sup>

### II Definitions

**Custodial Security** – Prisoner supervision, surveillance, restriction, and/or control performed by a sworn police officer. <sup>2</sup>

### III Procedure

#### 1 PRISONERS REQUIRING TREATMENT PRIOR TO BOOKING

1.1 Prisoners who are not accepted at the Greene County Jail because of illness or injuries or who become injured while in custody will be taken immediately to a hospital emergency room and will be accompanied by a police officer. <sup>3</sup>

1.1.1 A supervisor will be contacted to determine whether or not to retain custody of the prisoner.

1.2 Prisoner security is the responsibility of the officer, who will remain with the prisoner at all times and shall not leave the prisoner unattended. If the custodial

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1 Policy Statement revised, grammar and wording correction, Per Policy Change Order 15-082.

2 Definition revised, capitalization and minor wording change, per Policy Change Order 15-082.

3 Section 1.1 revised, unnecessary words removed, per Policy Change Order 15-082.

## **SOG 310.9**

### **Medical Treatment for Prisoners and Hospital Custodial Security Duties**

Effective Date: 03/29/2016

officer needs a break, they will request relief. Another officer must relieve them before they can leave their post. The custodial officer is to ensure that the prisoner is properly restrained and shall provide assistance to the hospital staff at any time additional restraint is needed during medical treatment. The prisoner will be watched at all times by the Springfield Police Officer. <sup>4</sup>

1.2.1 Proper restraint may include the application of leg restraint(s) in addition to wrist restraint(s).

1.2.2 All restraints shall be checked for proper fit and to ensure they are double-locked.

1.3 Officers should be aware of an increased escape risk and guard against assaults to themselves or hospital staff. <sup>5</sup>

1.4 Officers arriving at a medical facility with a prisoner shall complete a Custodial Medical Record (SPD Form # 96-SP-0237). The form should be distributed as follows: <sup>6</sup>

1.4.1 Provide one copy to medical staff for the patient's record;

1.4.2 If the prisoner is taken to the Green County Jail following treatment, provide a copy to the jail staff;

1.4.3 The original should be submitted to Central Records.

## **2 PRISONERS ADMITTED TO A HOSPITAL <sup>7</sup>**

2.1 If a prisoner is admitted to a hospital the custodial officer will immediately notify a supervisor.

2.2 The supervisor will determine whether or not to retain custody of the prisoner.

2.2.1 Custody will continue only for a serious criminal offense.

2.2.2 If appropriate, the prisoner may be released to the proper medical facility through use of a 96-Hour Involuntary Mental Health Commitment.

2.3 If the prisoner is to be released, the custodial officer or the officer's supervisor will notify hospital staff that the prisoner is released from custody.

2.3.1 The time of release and the name of the hospital staff member notified shall be noted on the Custodial Medical Record form.

2.4 If the prisoner is admitted to the hospital and continued custodial security is necessary, the supervisor shall:

2.4.1 Immediately notify the Watch Commander;

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4 Section 1.2 revised, terminology changes and minor wording changes, per Policy Change Order 15-082.

5 Section 1.3 revised, unnecessary words removed, per Policy Change Order 15-082.

6 Section 1.4 reworded, per Policy Change Order 15-082.

7 Section 2 reorganized, per Policy Change Order 15-082.



## **SOG 310.9**

### **Medical Treatment for Prisoners and Hospital Custodial Security Duties**

Effective Date: 03/29/2016

- 2.4.2 Immediately assign an officer to continue custodial security of the prisoner;
    - 2.4.3 Notify the next shift supervisor of the need for continued custodial security;
    - 2.4.4 Notify the CID Commander or designee as soon as practical to start the arrest warrant process.
  - 2.5 Officers assigned to security duties will maintain a professional demeanor at all times and will avoid fraternizing with the prisoner.
  - 2.6 Prisoners may not use the telephone nor have visitors in the hospital while in police custody.
    - 2.6.1 Exception: Prisoners shall be allowed reasonable access to their attorney if security conditions and medical treatment permit.
  - 2.7 Custodial security will continue until the prisoner is released from custody, discharged from medical care, or custody is properly transferred to another agency.
  - 2.8 Upon discharge from the hospital and prior to transport to the Greene County Jail, the custodial officer shall search the prisoner for weapons and contraband.
- 3 PROVIDING ASSISTANCE TO NON-PRISONERS
- 3.1 On occasion, officers may provide transportation to persons that are not prisoners, who require medical treatment or continued protection.<sup>8</sup>
    - 3.1.1 A written report will be completed in all such cases.
  - 3.2 When an officer provides protection to non-prisoners at a medical facility, the officer shall notify medical staff that the person is not in our custody in order to facilitate accurate billing.

## **IV Attachments**

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<sup>8</sup> Section 3.1 revised, sentence reworded, per Policy Change Order 15-082.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 03/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.1</b>
<b>Accreditation Index:</b> 1.2.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Patrol Operations		
<b>Chief of Police:</b>			

## Field Interviews

### I Policy

It will be the policy of the Springfield Police Department to conduct field interviews as part of a comprehensive strategy of crime control. The objectives are to identify and develop information about suspicious persons, develop suspects in conjunction with directed patrol in response to targeted patterns of crime, and crime prevention.

Field interviews will be conducted by the officers of this department in a manner consistent with our goal of keeping the community as free from crime and disorder as possible. That goal will be accomplished in a manner consistent with respecting the civil rights of all citizens with whom we come into contact.

### II Definitions

**Field Contacts** – a conversation with a purpose between a citizen and a law enforcement officer where the citizen is free to leave. (CALEA 1.2.3(a)-5<sup>th</sup> Edition)

**Field Interrogation** – questioning of a citizen by a law enforcement officer with respect to a crime. The status of field interrogation is further defined by the focus of suspicion being on the subject of the interview as the perpetrator of criminal activity. The citizen is generally not free to leave. (CALEA 1.2.3(a)-5<sup>th</sup> Edition)

### III Procedure

- 1 Officers of the Springfield Police Department are authorized and encouraged to conduct field interviews with persons under two conditions:

## **SOG 401.1**

### **Field Interviews**

Effective Date: 10/06/2015

- 1.1 Persons whom the officer believes may have information pertaining to a crime, pattern of crimes, and/or criminal suspects. This interview will generally take the form of a field contact. (CALEA 1.2.3(a)-5<sup>th</sup> Edition)
  - 1.2 When the officer has a reasonable suspicion that criminal activity is afoot, and the person to be interviewed may be the perpetrator of that activity, this interview may take the form of either a field contact or field interrogation. (CALEA 1.2.3(b)-5<sup>th</sup> Edition)
- 2 **CONSTITUTIONAL SAFEGUARDS (CALEA 1.2.3(a) and 1.2.3(b)-5<sup>th</sup> Edition)**
  - 2.1 When appropriate, officers will provide Miranda warnings for the person(s) being interviewed. They will be given under the following conditions:
    - 2.1.1 A reasonable person would believe that they are no longer free to leave (custody), and;
    - 2.1.2 The person being interviewed will be asked questions designed to elicit a self-incriminating response.
  - 2.2 Miranda warnings should be given in a manner to ensure that the subject understands the content and affirmatively waives their rights prior to any further questioning.
  - 2.3 Persons being detained under the status listed in 2.1.1 or 2.1.2 should be released as soon as the reason for the detention no longer exists. This section does not preclude an arrest in the event that the officer develops probable cause to do so.
- 3 **DEMEANOR**
  - 3.1 Officers conducting field interviews shall maintain a courteous manner and professional image. Officers will explain the reason for the contact, if appropriate, or if the person asks for a justification. Officers may refrain from an explanation if divulging it would be inconsistent with the security of an ongoing operation.

## **4 DOCUMENTATION**

■ [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **IV Attachments**

■ [REDACTED]

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.2</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Patrol Operations		
<b>Chief of Police:</b>			

## Continuous Uniform Operations Bureau Coverage and Shift Briefings

### I Policy

It shall be the policy of this Department to provide a single, consistent method for assigning officers to shifts, beats, and days off. This will ensure impartiality in the assignment process. The Chief of Police or designee retains final authority to assign officers as necessary to provide effective coverage and accountability. Duty shifts for the Uniform Operations Bureau shall be staggered to ensure there is continuous patrol coverage at all times. All shifts shall attend a daily shift briefing prior to beginning their tour of duty. The Uniform Operations Bureau Commander shall ensure that qualified Major Crime Investigators are assigned to each shift. <sup>1</sup>

### II Definitions <sup>2</sup>

**Beat** – A specific geographical area of patrol within a zone. Beats are defined so as to provide approximate equal workloads.

**Continuous Patrol Coverage** – The availability of on-duty officers for immediate assignment to emergencies.

**Zone** – A geographical subdivision of the City based on the number of calls for service to provide an equitable workload. The City is divided into three zones, designated as South Zone, North Zone, and Center City Zone.

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<sup>1</sup> Policy Statement revised, minor rewording, per Policy Change Order 18-013.

<sup>2</sup> Definitions revised, *Beat* & *Squad* definitions reworded and capitalization/punctuation changes, per Policy Change Order 18-013.

## **SOG 401.2**

### **Continuous Uniform Operations Bureau Coverage and Shift Briefings**

Effective Date: 04/20/2018

**Duty Shift** – A regularly-scheduled work shift.

**Squad** – A group of assembled police officers normally comprised of a sergeant, a corporal, and several officers.

## **III Procedure**

### **1 SQUAD / SHIFT ASSIGNMENT <sup>3</sup>**

- 1.1 Uniform Operations Bureau patrol officers shall be assigned as needed to maintain a consistent number of personnel on each squad, as determined by the Uniform Operations Bureau (UOB) Commander.
  - 1.1.1 Officers will be assigned to fixed shifts.
  - 1.1.2 Officers will bid for shifts annually.
    - 1.1.2(a) Seniority, officer specializations, and operational needs will be factors considered when assignments are made.
    - 1.1.2(b) Transfers may be made without regard to shift bidding when necessary for operational need.
- 1.2 All officers shall be scheduled one calendar year in advance in accordance with the fixed schedule. Days off (absent with leave) for each officer shall be indicated on this schedule.

### **2 MANPOWER ALLOCATION AND CONTINUOUS COVERAGE <sup>4</sup>**

- 2.1 Manpower will be assigned to patrol shifts according to historical calls for service workload demand, as determined by the UOB Commander.
- 2.2 Fixed shifts shall be provided by the staggered insertion of each squad into a repeating cycle. Shift cycle durations are as follows:
  - 2.2.1 First shift: 4-week cycle
  - 2.2.2 Overlap shift: 3-week cycle <sup>5</sup>
  - 2.2.3 Second shift: 4-week cycle
  - 2.2.4 Third shift: 4-week cycle
  - 2.2.5 Center City: 2-week cycle
    - 2.2.5(a) The two Center City Squads will rotate shift times with one squad working two weeks of 1100-2100 and the other working 1630-0230. The squads will then switch shift times and work through the two-week cycle again.
- 2.3 With the exception of overlap, there shall be at least two squads on duty for each shift with at least one squad on duty in both the South Zone and the North Zone. Overlap shift

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<sup>3</sup> Section 1 revised, heading added and section reorganized, per Policy Change Order 18-013.

<sup>4</sup> Section 2 revised; heading added, combined with sections previously numbered 3, 4, & 5; per PCO 18-013.

<sup>5</sup> Section 2.2.1 revised, length of overlap cycle revised to reflect additional patrol squad, per PCO 18-013.

## **SOG 401.2**

### **Continuous Uniform Operations Bureau Coverage and Shift Briefings**

Effective Date: 04/20/2018

shall provide continuous coverage during times of peak demand and shift change.

- 2.4 If more than two squads are scheduled on duty for the same shift, any additional squad(s) will be assigned between the three zones.

- 2.4.1 Watch commanders and squad supervisors have the discretion to assign officers from the additional squad(s) to meet immediate operational needs.

## **3 BEAT ASSIGNMENTS <sup>6</sup>**

- 3.1 Officers shall be assigned to beats by the squad supervisor. If a squad has more officers than needed to fill the available beats, the additional officers shall be assigned according to current operational needs as determined by the squad supervisor.

- 3.1.1 Supervisors may periodically rotate officer beat assignments for training purposes, additional work experience, or to provide a varied working environment.

## **4 SHIFT BRIEFING <sup>7</sup>**

- 4.1 The beginning of each shift shall be devoted to shift briefing.
- 4.2 Shift briefings will be conducted in the patrol briefing room by the Watch Commander (or designee) of the oncoming shift.
- 4.3 The shift briefing will begin as quickly as reasonable so as not to unnecessarily delay officers going in service.
- 4.4 Shift briefings may include the following:
  - 4.4.1 Dissemination of daily patrol information;
    - 4.4.1(a) Information on wanted persons, stolen vehicles, and relevant incidents.
    - 4.4.1(b) Officer safety information.
    - 4.4.1(c) Notable incidents and crime trends.
    - 4.4.1(d) Miscellaneous information.
  - 4.4.2 Notifying officers of their assignments, vehicles, and radio numbers;
  - 4.4.3 Updating officers on new directives, procedures, etc.;
  - 4.4.4 Distribution of court subpoenas;
  - 4.4.5 Inspection of officers (appearance, uniform, equipment, etc.).

## **IV Attachments**

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<sup>6</sup> Section 3 (previously 6) revised; heading added, terminology changes, and rewording; per PCO 18-013.

<sup>7</sup> Section 4 (previously 8) revised; heading added, rewording, and inspection procedure deleted; per PCO 18-013.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.3</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Patrol Operations	
<b>Chief of Police:</b>			

## Alarm Response / Reporting

### I Policy

The policy of the Springfield Police Department is to enforce Springfield City Code, Chapter 50, Article II, Alarm Systems. The Department shall respond to alarm calls, determine the cause of the alarm, and take appropriate action. <sup>1</sup>

### II Definitions <sup>2</sup>

**Alarm System** – A mechanical or electrical device which is designed to be activated manually or automatically upon the detection of an unauthorized entry, intrusion, or other emergency in or on any building, structure, facility, or premises.

**False Alarm** - Means any activation of any alarm system intentionally or by inadvertence, negligence, or unintentional act to which the Police Department responds, including activation caused by the malfunction of the alarm system.

### III Procedure

- 1 Alarms shall not be considered to be false under the following circumstances: <sup>3</sup>

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<sup>1</sup> Policy Statement revised, ordinance reference updated, per Policy Change Order 17-016.

<sup>2</sup> Definitions revised, minor wording and punctuation changes, per Policy Change Order 17-016.

<sup>3</sup> Section 1 revised, unnecessary/redundant wording removed and punctuation changes, per PCO 17-016.

## **SOG 401.3**

### **Alarm Response / Reporting**

Effective Date: 04/04/2017

- 1.1 When caused by the malfunction of the indicator at the Emergency Communications facility;
  - 1.2 When caused by damage, testing, or repair of telephone equipment or lines by the telephone company, provided such incidents are promptly reported to the telephone company;
  - 1.3 When caused by an unauthorized or illegal entry or attempted entry, of which there is visible evidence;
  - 1.4 When intentionally activated by a resident or employee acting under a reasonable belief that a need exists to call the Police Department;
  - 1.5 When followed by a call to the Police Department canceling the alarm by giving proper information prior to the arrival of the officer at the source of the alarm;
  - 1.6 When caused by natural or man-made catastrophe, including such events as tornadoes, floods, earthquakes, or other similar violent conditions.
- 2 Priority Codes <sup>4</sup>
- 2.1 Alarms will be coded as priority 4 unless one of the following circumstances apply, which will justify coding it as a priority 2: <sup>5</sup>
    - 2.1.1 The alarm is manually activated (e.g. holdup, panic, ambush, robbery, etc.);
    - 2.1.2 The alarm has secondary verification (e.g. witness information, a perimeter alarm followed by an interior motion detector, etc.);
    - 2.1.3 Any other reasonable belief on the part of Emergency Communications personnel.
- 3 Officer Response <sup>6</sup>
- 3.1 Officers will assume an alarm to be genuine until facts indicate otherwise.
  - 3.2 If the alarm is genuine, the officer will take necessary action to resolve the situation at the scene.
  - 3.3 If the alarm is false, officers will complete a False Alarm Report electronically via the Records Management System. False Alarm Reports shall include the following information: <sup>7</sup>
    - 3.3.1 Name of the business or resident who lives at the address;
      - 3.3.1(a) Officers are required to include the suite/apartment number for addresses containing such numbers.

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4 Section 2 revised, capitalization, per Policy Change Order 17-016.

5 Section 2.1 revised, punctuation and abbreviation changes, per Policy Change Order 17-016.

6 Section 3 revised, capitalization, per Policy Change Order 17-016.

7 Section 3.3 revised, minor wording and punctuation changes, per Policy Change Order 17-016.



## **SOG 401.3**

### **Alarm Response / Reporting**

Effective Date: 04/04/2017

- 3.3.2 Name and phone number of anyone contacted on scene who is a key holder or employee of the business;
  - 3.3.3 If the alarm appears to have been caused by weather-related conditions or damage/testing of telephone lines, the officer needs to document the related condition in the report;
  - 3.3.4 Actions taken by the officer and what they found (e.g. exterior checked secure, etc.).
- 3.4 Priority 2 alarms will not be declared false until every reasonable effort is made to determine the cause of the alarm.
  - 3.4.1 This will include waiting for management to arrive, if feasible, to conduct an interior check of the building.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 09/30/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.4</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Patrol Operations		
<b>Chief of Police:</b>			

## Domestic Violence

### I Policy

Domestic violence is a major cause of injury or death caused by criminal activity in our society. It is a social epidemic that continues its effect into the next generation. The Springfield Police Department will respond as quickly as possible to domestic violence cases, with greatest concern and sensitivity directed to protect and support the victim. Officers shall competently and professionally investigate the incident, arrest the primary physical aggressor when appropriate, and enforce any orders of protection, regardless of their origin. Police employees who are named as suspects in domestic violence cases face criminal and administrative investigation, as well as further action in compliance with federal law. <sup>1</sup>

### II Definitions <sup>2</sup>

**Abuse** – Includes, but is not limited to, the occurrence of any of the following acts, attempts, or threats against a person who may be protected as family or household members: (RSMo. 455.010)

**Assault** – Purposely or knowingly placing or attempting to place another in fear of physical harm.

**Battery** – Purposely or knowingly causing physical harm to another person with or without a deadly weapon.

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<sup>1</sup> Policy Statement revised, punctuation and capitalization corrections, per Policy Change Order 17-029.

<sup>2</sup> Definitions revised, updated to reflect RSMo changes, per Policy Change Order 17-029.

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

**Coercion** – Compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage.

**Harassment** – Engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another person and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and must actually cause same to the petitioner. Harassment would include following another about in a public place or lingering outside the residence of another.

**Sexual Assault** – Causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress.

**Unlawful Imprisonment** – Holding, confining, detaining, or abducting another person against that person's will.

**Consent Judgment** – A respondent has consented to a full order of protection by signing associated paperwork during a court proceeding.

**Domestic Assault, First Degree** – An attempt to kill or knowingly causing or attempt to cause serious physical injury to a domestic victim. (RSMo 565.072)

**Domestic Assault, Second Degree** – Knowingly causing physical injury to a domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; OR recklessly causing serious physical injury to a domestic victim; OR recklessly causing physical injury to a domestic victim by means of any deadly weapon. (RSMo 565.073)

**Domestic Assault, Third Degree** – An attempt to cause physical injury or knowingly causing physical pain or illness to a domestic victim. (RSMo 565.074)

**Domestic Assault, Fourth Degree** – An attempt to cause or recklessly causing physical injury, physical pain, or illness to a domestic victim; OR with criminal negligence causing physical injury to a domestic victim by means of a deadly weapon or dangerous instrument; OR placing a domestic victim in apprehension of immediate physical injury by any means; OR recklessly engaging in conduct which creates a substantial risk of death or serious physical injury to a domestic victim; OR knowingly causing physical contact with a domestic victim knowing they will regard the contact as offensive; OR knowingly attempting to cause or causing the isolation of a domestic victim by unreasonably and substantially restricting or limiting their access to other persons, telecommunication devices, or transportation for the purpose of isolation. (RSMo 565.076)

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

**Domestic Victim** – A household or family member including any child who is a member of the household or family. (RSMo 565.002)

**Domestic Violence** – Abuse or stalking committed by a family or household member. (RSMo 455.010)

**Family or Household Member** – Spouses, former spouses, adults related by blood or marriage, adults who are presently residing together or who have resided together in the past, an adult who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and adults who have a child in common regardless of whether they have been married or resided together at any time. (RSMo 455.010)

**Primary Physical Aggressor** – The most significant aggressor (not necessarily the first aggressor) based upon the intent of the law to protect victims of domestic violence from continuing abuse, the comparative extent of injuries inflicted or serious threats creating fear of physical injury, and the history of domestic violence between the involved parties. (RSMo 455.085)

**Stalking** – When a person purposely, through their course of conduct, disturbs or follows with the intent to disturb another person. Disturb shall mean engaging in a course of conduct directed at a specific person that serves no legitimate purpose and would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed. (RSMo 565.225 & 565.227)

## **III Procedure**

### **1 MISSOURI ADULT ABUSE ACT & U.S. VIOLENCE AGAINST WOMEN ACT**

1.1 The Adult Abuse Act defines the authority and legal duty of officers to act in domestic violence cases. It is found in Chapter 455 of the Revised Missouri Statutes. Officers are expected to be familiar with this act. The federal Violence Against Women Act (VAWA) mandates equal enforcement of orders of protection from foreign jurisdictions and authorizes federal prosecution of certain domestic violence cases.<sup>3</sup>

### **2 DISPATCH AND POLICE RESPONSE**

2.1 Domestic violence cases where the following factors exist will be classified as minimum Priority II Calls for Service (immediate response) if:

2.1.1 The caller indicates that violence is imminent or in progress, or

2.1.2 An order of protection is in effect, or<sup>4</sup>

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3 Section 1.1 revised, capitalization corrections, per Policy Change Order 17-029.

4 Section 2.1.2 revised, capitalization, per Policy Change Order 17-029.

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

- 2.1.3 The caller indicates that incidents of domestic violence have occurred previously between the parties.

## **3 DOMESTIC VIOLENCE ENFORCEMENT <sup>5</sup>**

- 3.1 When an officer responds to a first call for service involving domestic abuse or assault and probable cause exists to make an arrest, they are encouraged to do so whether or not the offense occurred in the officer's presence.
- 3.2 If no arrest is made the officer shall complete a written report describing the offending party, the victim's name, address, and explaining why no arrest was made, and any other pertinent information.
  - 3.2.1 Protection of the victim shall be the highest priority and concern of the officers.
- 3.3 Any officer who subsequently responds to the same address within 12 hours and finds probable cause to believe that the same offending party committed a domestic violence violation against the same or any other family or household member shall arrest the offending party for this subsequent offense and shall refer to the first report when completing the subsequent report. (RSMo. 455.085)
  - 3.3.1 Refusal by the victim to cooperate with prosecution shall not prevent arrest.
- 3.4 When an arrest is required under RSMo 455.085 and both parties claim to be the victim of an assault, the officer is NOT required to arrest both parties involved. In such cases, the officer will evaluate each complaint separately in consideration of legally defining factors and determine who is the primary physical aggressor (see definition above).
- 3.5 No officer shall threaten the arrest of all parties for the purpose of discouraging requests for law enforcement intervention by any party.

## **4 ORDER OF PROTECTION ENFORCEMENT <sup>6</sup>**

- 4.1 When an officer responds to a call for service alleging a violation of an order of protection, the officer will attempt to verify the existence of a valid order and determine if it has been served to the respondent.
- 4.2 If there is probable cause to believe an order of protection is in effect, the respondent has been served or has consented to the order during a court proceeding (Consent Judgment), and the respondent has violated terms and conditions of the order; the officer is required to make an arrest.
  - 4.2.1 Officers shall place a 24-hour hold on all suspects arrested for violation of an order of protection and shall notify their supervisor.

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<sup>5</sup> Section 3 reorganized; headings revised, redundant RSMo citations deleted, minor rewording; per PCO 17-029.

<sup>6</sup> Section 4 reorganized (previously part of 3), subsequent sections renumbered accordingly, per PCO 17-029.

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

- 4.3 An arrest is required when the violation involves failure to surrender custody of a child to the person whom custody was granted in an order of protection. The officer shall then turn the minor children over to the designated custodian.
  - 4.3.1 Officers shall not arrest in cases where the sole complaint alleges non-support, unless an arrest warrant has been issued.
- 4.4 Officers shall not arrest for civil violations of the order such as failure to pay child support, failing to attend Batterer's Intervention Program, or failing to return victim's property. In such cases, the plaintiff should be referred to the clerk of the issuing court or the Greene County Sheriff's Office Civil Division.
- 4.5 In cases where probable cause to arrest exists, but the suspect has left the scene, the officer will make an immediate investigative effort to locate and arrest that person.
  - 4.5.1 Efforts should include the broadcast of *stop-and-hold* information and checking locations where the suspect might be found.
- 4.6 Suspects will be incarcerated on probable cause State charges in the booking facility.
- 4.7 Determining that an Order of Protection is Valid
  - 4.7.1 Officers shall enforce orders of protection if they believe that they are valid on their face. Officers acting on good faith have immunity under the Adult Abuse Act.
  - 4.7.2 Orders of protection are deemed valid on their face if all of the following are present on the document:
    - 4.7.2(a) Names of the parties;
    - 4.7.2(b) Date of issuance;
    - 4.7.2(c) Expiration date;
    - 4.7.2(d) Terms and conditions against the respondent;
    - 4.7.2(e) Name of the issuing court;
    - 4.7.2(f) Signed by or on behalf of a judicial officer.
- 4.8 Mutual Orders of Protection
  - 4.8.1 If an order of protection contains a mutual "no contact" clause or if it directs both parties not to abuse each other, officers shall enforce the order against the respondent and not against the petitioner UNLESS:
    - 4.8.1(a) The order of protection includes a specific finding by the court that each party had abused the other. If so, enforce the order against both parties.
- 4.9 Alternatives for Notice/Service of an Order of Protection
  - 4.9.1 Normally orders are served by Greene County Sheriff's Office deputies assigned to the Civil Division.

## SOG 401.4

### Domestic Violence

Effective Date: 04/04/2017

- 4.9.1(a) A respondent who has consented to the order of protection during a prior court proceeding has knowledge of the order and, therefore, is held to the restrictions contained in said order (Consent Judgment).
- 4.9.2 Service to the respondent may occur at any time by any law enforcement officer, regardless of agency.
- 4.9.3 In the event that an order of protection exists, but has not yet been served, the officer may choose to obtain a copy of the order from the Greene County Sheriff's Office and serve it to the respondent.
- 4.9.4 Another approach is to serve the petitioner's copy to the respondent. When this is the petitioner's only copy, the officer must obtain a new copy for the petitioner from the originating court of jurisdiction as soon as possible.
- 4.9.5 The officer may also verbally advise the respondent of the existence of a valid order of protection to constitute legal service. This is an exceptional circumstance.
- 4.9.6 All manner of service of an order of protection requires the primary officer to make proper notification to the Civil Division of the Greene County Sheriff's Office and document the manner of service clearly in the police report.
- 4.9.7 If after service the respondent refuses to comply with the order, an arrest will be required as previously outlined in this policy.

## 5 FOREIGN ORDERS OF PROTECTION <sup>7</sup>

- 5.1 The federal Violence Against Women Act (VAWA) requires that all orders of protection – regardless of their origin, content, or format – be given “full faith and credit,” meaning equal recognition and enforcement.
- 5.2 Officers shall recognize and enforce all valid civil or criminal orders of protection, regardless of source jurisdiction, if probable cause exists to believe a violation of the order occurred within Springfield Police Department jurisdiction.
- 5.3 “Registration and a Missouri court order recognizing a foreign order of protection **shall not be required** (emphasis added) for the enforcement of a certified foreign order of protection in this state”. (RSMo 455.067)
- 5.4 The order need not be an original nor display a raised seal.
- 5.5 If possible, officers shall verify the validity of foreign orders by computer or calling the originating court by telephone and recording the name of the court clerk providing verification.

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<sup>7</sup> Section 5 revised, capitalization and punctuation changes, per Policy Change Order 17-029.

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

- 5.6 Such orders shall be enforced in accordance with provisions for enforcement of local orders provided in this policy.

## **6 ENTRY INTO PRIVATE DWELLING**

- 6.1 Officers responding to a domestic violence scene will make reasonable effort to ensure safety of victim. This will be determined through personal contact and interview with the victim.

- 6.1.1 In the event that consent to enter cannot be obtained, officers should review all justifications for exigent entry.

## **7 VICTIM PROTECTION, SUPPORT, AND SERVICE**

### **7.1 Victim Safety and Protection**

- 7.1.1 Victim safety is a top priority.

- 7.1.2 The Domestic Violence Lethality Assessment (SPD Form # 14-OP-0643-NICHE) shall be completed by the primary investigating officer while investigating a domestic assault call. The form shall be included in the case packet to be forwarded to either CID or the Greene County Prosecutor's Office.

- 7.1.2(a) The officer shall explain to the victim their risk of danger, as indicated by the assessment, and if also indicated by the assessment, shall assist them with contacting a victim advocate.

- 7.1.2 (b) If an arrest is made for domestic abuse or assault and the protocol referral is triggered as a result of responses to the questions on the Lethality Assessment form, officers shall place a 24-hour hold on the suspect and notify their supervisor.

- 7.1.3 The patrol supervisor shall ensure that victim support services and information are provided.

- 7.1.4 The victim shall be offered available victim advocacy/counseling resources.

- 7.1.5 Confidentiality for victims is an absolute essential requirement and must be conveyed clearly to the victim by the primary investigating officer. Victim location and communications shall remain on a need-to-know basis only.

- 7.1.5(a) If shelter or alternative housing is arranged, officers should contact the victim through the advocate and avoid report documentation of the victim's new location.



## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

- 7.1.6 The primary investigating officer shall ensure that the victim is familiar with their rights and procedures for seeking an order of protection.<sup>8</sup>
- 7.2 Investigating officers should attempt to establish a rapport with the victim to gain their trust and shall offer them support. Officers should do the following for the victim:<sup>9</sup>
  - 7.2.1 Convey concern for their safety;
  - 7.2.2 Inform them of the most expeditious process for obtaining an order of protection;
  - 7.2.3 Advise them of what to expect concerning the movement of the case through the system and the likelihood that the accused may remain in custody only for a short period of time;
  - 7.2.4 Explain that domestic violence is a crime and the sole responsibility for decisions regarding filing of charges resides with the prosecutor and not the victim;
  - 7.2.5 If an arrest is not made, explain the reasons and offer legal options for follow-up by the victim;
  - 7.2.6 If the victim does not speak English or is hearing impaired, officers shall seek the use of an interpreter utilizing an officer, other department employee, or an interpreter contacted via Communications;
    - 7.2.6(a) Officers shall refrain from using friends, family members or neighbors because of the potential for personal feelings to interfere with the translation.
  - 7.2.7 Remain at the scene until it is secure. If the victim is leaving, officers should remain for a reasonable period of time, unless the accused is in custody.
    - 7.2.7(a) The investigating officer should discreetly obtain the temporary address and phone number from the victim.
- 7.3 Officers will arrange for or provide transportation to a medical facility for treatment of injuries and/or to a place of shelter for safety. Documentation in the report will be required in either case.
- 7.4 Officers will provide victims of domestic abuse with information on available shelters and judicial remedies for relief from that abuse. This will be done by supplying the victim with a Victim/Witness Information brochure (SPD Form # 97-IN-0260). Officers will complete the blanks on the front of the brochure. In the event that no brochure is available, officers shall verbally advise the victim of shelter and judicial remedy information and document it in their report.

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<sup>8</sup> Section 7.1.6 revised, minor rewording, per Policy Change Order 17-029.

<sup>9</sup> Section 7.2 revised, rewording and punctuation changes, per Policy Change Order 17-029.

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

## **8 CHILDREN OR DEPENDENT ADULTS**

- 8.1 Officers shall not leave the scene until the appropriate care and supervision of children and/or dependent adults is assured.
  - 8.1.1 If family members are not available to provide custody and protection, officers shall contact the Division of Family Services or the Division of Aging and request that a caseworker respond.
- 8.2 If child abuse is determined to have occurred, officers shall implement the Child Abuse Protocol (refer to SOG 403.1 – Juvenile Operations).
- 8.3 If elder abuse is determined, the officer shall begin a criminal investigation and report the incident to the Adult Abuse and Neglect Hotline (# 800-392-0210) for further follow-up.
  - 8.3.1 Investigative support can be obtained by contacting the Special Victims Unit or the Division of Aging for assistance.

## **9 INVESTIGATION AND REPORTING**

- 9.1 Once a call involving an allegation of domestic abuse is dispatched and the abuse has been confirmed by the responding officer, a written report of the incident is required.
  - 9.1.1 If the investigating officer determines the call does not meet the statutory definition of domestic abuse or assault, they may request a supervisor change the call type to a more appropriate classification.
    - 9.1.1(a) Handled by Officer (HBO), Gone on Arrival (GOA), or Unfounded (UNF) dispositions are prohibited on any dispatched domestic abuse or assault call unless authorized by a supervisor.
    - 9.1.1(b) Domestic Disturbance calls that are closed HBO shall include comments in the CAD system from the primary officer explaining why a report was not written.
- 9.2 Officers shall pay particular attention to cues or indicators of future violence including:
  - 9.2.1 Threats made to the victim;
  - 9.2.2 Presence of firearms;
  - 9.2.3 Use of alcohol or controlled substances;
  - 9.2.4 Past history of abuse;
  - 9.2.5 Abuse of pets;
  - 9.2.6 Other unusual behavior.
- 9.3 Officers shall document all pertinent information in their report, to include:
  - 9.3.1 Statements of the victim and suspect, particularly any “excited utterances” and when they were made;

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

- 9.3.2 Description and location of any observed injuries;
  - 9.3.2(a) Photographs of injuries should also be taken.
- 9.3.3 Response and name(s) of any medical treatment provider including EMT personnel;
- 9.3.4 The identities and ages of any children present and steps taken to protect and care for them;
- 9.3.5 Description of all physical evidence located and seized;
- 9.3.6 If no arrest is made, an explanation of the reason(s);
- 9.3.7 Contact information for the victim (including the name and telephone number of another person who can contact them if necessary);
- 9.3.8 Information on any order of protection in effect, including the court of jurisdiction and the case number.<sup>10</sup>
- 9.4 Officers shall locate any witnesses, to include contacting neighbors, and shall record any pertinent information in their report.
  - 9.4.1 Communications between domestic violence shelter staff and the victim are privileged and confidential under the law, unless the victim waives the confidentiality requirement in writing. (RSMo 455.220)
- 9.5 Supervisors will ensure high quality investigations that meet all reporting requirements prior to approval of the report.
- 9.6 Follow-up Investigation (Uniform Operations Bureau)<sup>11</sup>
  - 9.6.1 Uniform Operations Bureau officers are expected to complete the follow-up investigation and Criminal Case Report on domestic violence cases when:
    - 9.6.1(a) The case is a misdemeanor or a third degree domestic assault (a class E felony), AND
    - 9.6.1(b) Does not involve a law enforcement officer, AND
    - 9.6.1(c) An arrest is made during the same shift as the complaint, OR
    - 9.6.1(d) The officer observes physical injury consistent with an assault, OR
    - 9.6.1(e) Physical evidence of domestic violence is observed by the officer or a third party, OR
    - 9.6.1(f) The suspect makes admissions, OR
    - 9.6.1(g) There is history of violence between the parties (officer knowledge or criminal history), OR
    - 9.6.1(h) Officer discretion (based on totality of circumstances).

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<sup>10</sup> Section 9.3.8 revised, capitalization change, per Policy Change Order 17-029.

<sup>11</sup> Section 9.6 revised, UOB follow-up responsibilities updated, per Policy Change Order 17-029.

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

- 9.6.2 Domestic violence cases that fit the criteria in Sections 9.6.1(a) through 9.6.1(h) shall be submitted to the Greene County Prosecutor's Office with a Criminal Case Report regardless of whether the victim intends to cooperate with prosecution.
- 9.6.3 Cases involving prior or persistent domestic violence offenders should receive follow-up investigation by the Crimes Against Persons Section.
- 9.6.4 Completed cases (Criminal Case Report documents along with related reports) should be placed in the in-basket in Records for processing. Records will attach a criminal history check, make copies, and forward the package to the Crimes Against Persons Section.
  - 9.6.4(a) All completed domestic abuse cases will be referred to the Greene County Prosecutor's Office.
- 9.6.5 Every effort should be made by patrol officers to complete misdemeanor follow-up investigations relating to domestic abuse, but if a patrol supervisor has determined that it is not possible, the investigation may be forwarded to the Crimes Against Persons Section.
- 9.7 Follow-up Investigation (Crimes Against Persons Section) <sup>12</sup>
  - 9.7.1 The Crimes Against Persons Section shall conduct follow-up investigations into felony assaults, felonious restraints, and homicides that are the result of domestic violence.
    - 9.7.1(a) Exception: Follow-up investigations on third degree domestic assaults (a class E felony) will generally be completed by the Uniform Operations Bureau in accordance with section 9.6 of this policy.
  - 9.7.2 The Crimes Against Persons Section will also complete follow-up investigations on misdemeanor domestic violence cases involving prior or persistent domestic violence offenders.
- 9.8 Domestic violence offenders who have previous convictions in state court may be classified as prior or persistent offenders as provided by law.
- 9.9 All domestic violence incidents are reported to the Missouri State Highway Patrol (MSHP) via the normal Uniform Crime Report submission process, either monthly or on an individual basis.
- 9.10 Any incident of homicide or suicide shall be reviewed and a determination made whether the incident is related to domestic violence (as defined by RSMo 455.010). Such determination shall be written into the case records by the investigator.

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<sup>12</sup> Section 9.7 revised, Crimes Against Persons follow-up responsibilities updated, per PCO 17-029.

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

- 9.10.1 If determined to have been a homicide or suicide involving domestic violence, the incident must be reported to the MSHP within seven days of that finding, in accordance with RSMo 455.543.

## **10 DOMESTIC VIOLENCE INVOLVING LAW ENFORCEMENT OFFICERS**

*This protocol shall be used for any incidents involving law enforcement officers from any agency or jurisdiction and any Springfield Police Department officer named as a suspect.*

### **10.1 Special definitions required by federal law apply to these incidents.**

#### **10.1.1 Domestic Violence is any threatened or actual act of violence including:**

- 10.1.1(a) Bodily injury or threat of imminent bodily injury;
- 10.1.1(b) Sexual battery;
- 10.1.1(c) Physical restraint;
- 10.1.1(d) Property crime directed at the victim;
- 10.1.1(e) Violation of a court order of protection;
- 10.1.1(f) Death perpetrated upon his/her partner.

#### **10.1.2 Partner is defined as:**

- 10.1.2(a) A person to whom the officer is related by legal marriage;
- 10.1.2(b) A person with whom the officer has a child in common;
- 10.1.2(c) A cohabitant;
- 10.1.2(d) A person with whom the officer has had a dating relationship;
- 10.1.2(e) Otherwise specified by state law.

### **10.2 Patrol Response**

- 10.2.1 Upon learning a domestic violence incident involves a law enforcement officer, the investigating officer shall immediately request the presence of a supervisor.

### **10.3 Supervisor Response**

- 10.3.1 The responding supervisor shall assume responsibility for decision-making at the scene.
- 10.3.2 The supervisor shall do the following:
  - 10.3.2(a) Ensure the scene is secured and evidence is collected;
  - 10.3.2(b) Ensure an arrest is made if determined to be appropriate;
  - 10.3.2(c) Notify the chain of command about the incident quickly. If the involved officer is from another

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

agency, contact management staff and advise them of the incident.

10.3.2(c.1) In the event the incident involves a chief executive officer; the supervisor shall immediately notify the official having direct supervisory oversight such as a mayor or city manager.

#### **10.4 Arrest Decision**

10.4.1 If probable cause is not present for an arrest, the supervisor shall explain the reason in a written report.

10.4.2 If a warrant is issued at a later time naming an officer, the arrest team shall include a supervisor, senior in rank to the involved officer.

#### **10.5 Weapon Removal**

10.5.1 If an arrest is made or a full order of protection produced, the on-scene supervisor shall relieve the officer of his/her service weapon.<sup>13</sup>

10.5.2 Where multiple weapons are present, the supervisor can ask the residing victim if they want to remove any weapons from the home for safekeeping by the department.<sup>14</sup>

10.5.2(a) If seizure of a weapon is necessary for evidentiary purposes, officers shall adhere to search and seizure legal doctrine in securing the weapon.

#### **10.6 Follow-up Investigation**

10.6.1 Follow-up investigation of domestic violence cases involving officers shall be undertaken by the Criminal Investigations Division unless otherwise directed by the Chief of Police.

10.6.2 The investigation shall be conducted in a comprehensive manner but as quickly as such thoroughness allows.

10.6.3 If the incident involves a Springfield police officer, the CID investigator shall keep the Inspections and Internal Affairs supervisor briefed on all case activities and findings and shall forward requested information in a timely manner.<sup>15</sup>

#### **10.7 Department Command Follow-up**

10.7.1 A command officer shall conduct a debriefing of all officers who respond to the scene of an officer-involved domestic violence incident.

10.7.2 The commander shall notify their chain of command of the incident immediately.

10.7.3 Confidentiality policies shall be reviewed.

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<sup>13</sup> Section 10.5.1 revised, capitalization change, per Policy Change Order 17-029.

<sup>14</sup> Section 10.5.2 revised, minor wording changes, per Policy Change Order 17-029.

<sup>15</sup> Section 10.6.3 revised for clarification, per Policy Change Order 17-029.

## **SOG 401.4**

### **Domestic Violence**

Effective Date: 04/04/2017

- 10.7.4 An incident review will also be conducted to ensure all department procedures are appropriate and properly carried out.
- 10.7.5 If the incident involves a Springfield police officer, the Chief of Police shall notify the Director of Human Resources or designee of the incident no later than the next business day.<sup>16</sup>
- 10.8 Involved Employee's Responsibilities<sup>17</sup>
  - 10.8.1 All police employees have a duty to immediately report to their Bureau Commander the existence of any criminal investigation implicating them or the issuance of an order of protection naming them as a respondent.
  - 10.8.2 Any officer served with a full order for protection shall immediately surrender their service weapon to their Commanding Officer or designee or to the Internal Affairs Unit Supervisor or designee.
- 10.9 Other Employee's Duty to Report
  - 10.9.1 Police employees who have definitive knowledge of the existence of a domestic violence incident involving another Police Department employee shall report the incident to the Internal Affairs Unit or their Bureau Commander. Confidentiality is not an option.
    - 10.9.1(a) Failure to report such an incident in a timely manner may subject the employee to investigation, disciplinary action, possible sanction, and/or criminal charges.
- 10.10 Administrative Investigations and Actions
  - 10.10.1 An administrative investigation will be undertaken by the Inspections and Internal Affairs Unit in the following circumstances:<sup>18</sup>
    - 10.10.1(a) Domestic violence incident naming a Springfield police officer as a suspect;
    - 10.10.1(b) Upon issuance of an order of protection naming a Springfield police officer as the respondent;
    - 10.10.1(c) Violation of an order of protection by a Springfield police officer;
    - 10.10.1(d) Alleged violation of any other department policies or procedures.
  - 10.10.2 Officers charged with a crime in a domestic violence incident or named as respondent in an order of protection shall be:<sup>19</sup>

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<sup>16</sup> Section 10.7.5 revised for clarification, per Policy Change Order 17-029.

<sup>17</sup> Section 10.8 revised, capitalization changes, per Policy Change Order 17-029.

<sup>18</sup> Section 10.10.1 revised, capitalization changes, per Policy Change Order 17-029.

<sup>19</sup> Section 10.10.2 revised, capitalization change, per Policy Change Order 17-029.

## SOG 401.4

### Domestic Violence

Effective Date: 04/04/2017

- 10.10.2(a) Immediately removed from any function requiring response to domestic violence incidents;
- 10.10.2(b) Suspended from working any extra-duty assignments involving the use of police authority, wearing a weapon, or use of the uniform.
- 10.10.3 Officers charged with a crime in a domestic violence incident or named as respondent in an order of protection may be assigned to an administrative duty post or placed on paid administrative leave pending disposition of the charges, expiration of the order, or disposition on any related administrative actions.<sup>20</sup>
- 10.10.4 An officer convicted of a crime involving domestic violence shall have their police authority revoked by the Chief of Police if the incident included either of the following:
  - 10.10.4(a) Use or attempted use of physical force;
  - 10.10.4(b) Threatened or actual use of a deadly weapon.

## 11 PERTINENT FEDERAL STATUTES<sup>21</sup>

- 11.1 Possession of Firearm While Subject to a Full Protection Order (18 USC 922(g))
  - 11.1.1 **OFFICIAL USE EXEMPTION:**
    - 11.1.1(a) *Law enforcement and military personnel allowed possession of officially issued department firearm while on duty only.*
    - 11.1.1(b) *May not possess personal firearm.*
    - 11.1.1(c) *May not possess issued firearm off duty. (18 USC 925)*
- 11.2 Possession of Firearm After Conviction of Misdemeanor Crime of Domestic Violence (18 USC 922 (g) (9)) - Lautenburg Amendment
  - 11.2.1 *Note: DOES apply to law enforcement and Supreme Court has sustained no exception.*
- 11.3 Interstate Travel to Commit Domestic Violence (18 USC 2261(a)(1))
- 11.4 Interstate Stalking (18 USC 2261 A(1))
- 11.5 Interstate Violation of a Protective Order (18 USC 2262(a)(1))

## IV Attachments

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<sup>20</sup> Section 10.10.3 revised, capitalization change, per Policy Change Order 17-029.

<sup>21</sup> Section 11 revised, US Code references updated, per Policy Change Order 17-029.



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 03/29/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.5</b>
<b>Accreditation Index:</b> 41.1.4, 81.2.4, 84.1.4 <sup>1</sup>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Patrol Operations	
<b>Chief of Police:</b>			

## Police Service Dogs

### I Policy

To utilize the Police Service Dogs superior sense of smell, hearing, and physical apprehension capabilities to assist law enforcement personnel in the performance of their duties. The use of the Police Service Dog requires adherence to procedures that properly control their use of force potential and direct their specialized capabilities into legally acceptable crime prevention and control activities.

### II Definitions

**Engage** – Police Service Dog bite.

**NPCA** – National Police Canine Association

**NPCA Certifying Official** – A current handler who has met the training and certification as a Certifying Official for the NPCA.

**NPCA Instructor** – A current handler who has met the training and certification as an Instructor for the NPCA, which includes one year as an NPCA Certifying Official.

**NPCA Trainer** – A current handler who has met the training and certification as a Trainer for the NPCA, which includes two years as an NPCA Instructor.

**PSD** – Police Service Dog(s)

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<sup>1</sup> Accreditation Index revised, 5<sup>th</sup> Edition reference removed from CALEA Standards, per PCO 18-003.

## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

**PSD Team** – An officer handler and his assigned police canine.

**Police Service Dog Training Program Coordinator** – A current handler who is certified in patrol application and scent detection application by the NPCA and selected by the supervisor of the Police Service Dog Unit to coordinate the training and certification of all PSD Teams. The PSD Training Program Coordinator shall be a Missouri P.O.S.T. certified law enforcement instructor who has completed an approved Instructor Development course.

## **III Procedure**

### **1 PSD TEAM UTILIZATION**

- 1.1 A minimum of one PSD team shall be available on a 24-hour, on-call basis. A PSD may be used for the following purposes: (CALEA 41.1.4(a))
  - 1.1.1 To detect the presence of concealed narcotics;
  - 1.1.2 To conduct building searches for offenders in hiding;
  - 1.1.3 Assist in the arrest or prevent the escape of serious or violent offenders;
  - 1.1.4 Protect officers or others from death or serious injury;
  - 1.1.5 Track suspects;
  - 1.1.6 Locate lost or missing persons;
  - 1.1.7 Locate hidden objects or evidence of crime.
- 1.2 PSD teams will be assigned to the Special Response Team under supervision of the SRT Sergeant.
  - 1.2.1 The SRT Sergeant will be responsible for day-to-day operational issues to include annual evaluations, training and equipment needs, care and maintenance concerns, leave requests, disciplinary issues, and assignments.
- 1.3 The PSD team assigned to the Criminal Investigations Division will be under the direct supervision of the Narcotics Unit supervisor and the Special Investigations Unit supervisor.<sup>2</sup>
- 1.4 The PSD should not be handled or given commands by anyone other than its assigned handler.
  - 1.4.1 If an on-duty handler is injured or otherwise unable to command their PSD, another PSD handler will be called to the scene to take custody of the dog.
- 1.5 Requests for use of PSD teams. (CALEA 41.1.4(a))
  - 1.5.1 Officers requesting an on-duty PSD team may contact the PSD handler directly.
  - 1.5.2 Requests from other law enforcement agencies must be approved by the handler's supervisor.
  - 1.5.3 The Watch Commander must authorize the callout of off-duty PSD teams.
- 1.6 PSD Handler Uniform

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<sup>2</sup> Section 1.3 revised, SIU supervisor added as direct supervisor for PSD teams in CID, per PCO 18-003.

## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

- 1.6.1 The uniform of the day will be the BDU Utility Uniform.
- 1.6.2 PSD handlers will wear the Regular Duty Uniform when working without their canines.

## **2 TRAINING AND CERTIFICATION (CALEA 41.1.4(b))**

- 2.1 The Springfield Police Service Dog Program has adopted and shall follow the guidance and training standards of the National Police Canine Association (NPCA). The training and certification standards of the NPCA shall be the training and certification standards of the PSD Unit.
- 2.2 The SRT Sergeant shall appoint one handler to serve as the Police Service Dog Training Program Coordinator.
  - 2.2.1 The PSD Training Program Coordinator shall coordinate the training and certification of all PSD teams.
  - 2.2.2 The PSD Training Coordinator shall be an NPCA Certifying Official, an NPCA Instructor, and/or an NPCA Trainer or should be in the process of obtaining any or all of these NPCA certifications.
- 2.3 PSDs shall successfully complete a minimum ten-week basic training program as approved by the PSD Training Program Coordinator.
  - 2.3.1 The basic training program will consist of but is not limited to:
    - 2.3.1(a) Detection skills for the following controlled substances: <sup>3</sup>
      - 2.3.1(a.1) Heroin;
      - 2.3.1(a.2) Cocaine;
      - 2.3.1(a.3) Marijuana;
      - 2.3.1(a.4) Methamphetamine.
    - 2.3.1(b) Criminal apprehension;
    - 2.3.1(c) Obedience;
    - 2.3.1(d) Evidence search;
    - 2.3.1(e) Tracking and area search for lost or missing persons/suspects;
    - 2.3.1(f) Building searches;
    - 2.3.1(g) Officer Protection;
    - 2.3.1(h) Traffic stops;
    - 2.3.1(i) Crowd control.
- 2.4 The PSD Narcotic-only team shall successfully complete a minimum eight-week basic training in drug detection and obedience.
- 2.5 PSD teams will be certified upon successful completion of the NPCA Certification standards.

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<sup>3</sup> Section 2.3.1(a) revised, updated list of drugs PSDs are trained to detect, per Policy Change Order 18-003.

## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

- 2.6 PSD handlers shall participate in PSD in-service maintenance training a minimum of 40 hours per month (four 10-hour days), unless the PSD Training Coordinator approves the absence.
- 2.7 The PSD Narcotic-only team shall participate in training a minimum of 16 hours per month.
  - 2.7.1 Eight hours shall be with the PSD Training Program Coordinator or their designee.
- 2.8 PSD teams will be required to re-certify on an annual basis.
- 2.9 All PSD-related training shall be documented on the appropriate SPD forms.
  - 2.9.1 All original training reports shall be forwarded to the PSD Training Program Coordinator for training file retention.

### **3 DRUG TRAINING AIDS (CALEA 84.1.4)**

- 3.1 The PSD Training Program Coordinator shall be responsible for the procurement of drug training aids from DEA and shall ensure the unit's DEA and State of Missouri registration numbers remain current.
  - 3.1.1 Training aids may also be procured from the Springfield Police Department Property Room after proper, court-ordered disposition has been received.
- 3.3 When drug-training aids are received, substances may be packaged in individual packets by varying weights by the PSD Training Coordinator.
  - 3.3.1 These weights will be documented for future inventory on a card that is maintained with the respective drug training aid.
- 3.4 Training aids for PSD drug detection will be maintained in separate airtight containers and marked as the following: <sup>4</sup>
  - 3.4.1 MJ (marijuana);
  - 3.4.2 CO (cocaine);
  - 3.4.3 HE (heroin);
  - 3.4.4 ME (methamphetamine).
- 3.5 PSD handlers conducting training will complete the narcotics control log.
  - 3.5.1 The training aid box(es) checked out, the date, time, and officer's initials shall be documented in the narcotics control log for each transaction. The same shall be documented when the training aid box(es) is/are checked back in.
  - 3.5.2 Each PSD handler is solely responsible for the accountability of the drug training aids they check out.

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<sup>4</sup> Section 3.4 revised, list of PSD drug detection training aids updated, per Policy Change Order 18-003.

## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

3.5.3 In the event a container of drugs or any portion thereof is damaged or lost, the officer checking out the container will:

3.5.3(a) Contact an on-duty supervisor

3.5.3(b) Complete an IDC including the following:

3.5.3(b.1) Name of people involved;

3.5.3(b.2) Name of canine involved;

3.5.3(b.3) Location of occurrence;

3.5.3(b.4) Type of drugs involved;

3.5.3(b.5) Check-out weight of the damaged package;

3.5.3(b.6) Check-in weight of the damaged package;

3.5.3(b.7) Complete details of the incident.

3.5.3(c) If DEA-issued narcotics are lost or stolen, DEA Form 106 shall be completed and submitted to DEA.

3.5.3(d) If narcotics procured from the SPD Property Room are lost or damaged, this information will be forwarded to the Property Room Supervisor to be recorded in the Property Unit's tracking system.

## **3.6 PSD Drug Training Aid Inventory Control**

3.6.1 The PSD Training Program Coordinator or designee will conduct a monthly inventory inspection of all drug training aids issued to the PSD unit.

3.6.1(a) This will be documented on the Police Service Dog Unit Drug Training Aid Inventory Inspection Form (SPD Form # 12-OP-0627).

3.6.2 The Internal Affairs Unit will conduct a quarterly inventory inspection of all drug training aids issued to the PSD unit.

3.6.3 The Inspections and Internal Affairs Supervisor shall conduct other unannounced inventory inspections of all drug training aids issued to the PSD unit at least once per calendar year.

## **3.7 Destruction of PSD Training Aids**

3.7.1 Training aids that are no longer needed or can no longer be used (due to damage, age, etc.) shall be submitted to the property room for destruction.

3.7.1(a) The proper reports for entering items into the property room for destruction shall be completed.

3.7.1(b) When training aids issued by the DEA are to be destroyed, DEA Form 41 will be completed and submitted to the DEA.

3.7.1(b.1) A copy of the form will be maintained in the DEA drug file.

## **4 REPORT WRITING PROCEDURES**

4.1 PSD handlers will document all deployments on the computerized Police Service Dog Incident program.

4.2 PSD handlers will complete monthly PSD Training Records.

## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

- 4.2.1 These forms will document satisfactory/unsatisfactory performance of the PSD.
- 4.2.2 These forms will be maintained by the department PSD Training Program Coordinator.

## **5 PSD ENGAGEMENTS AND INJURIES**

- 5.1 Whenever a PSD engages an individual, whether or not in the line-of-duty, the handler shall:
  - 5.1.1 Obtain medical treatment for the person;
    - 5.1.1(a) Medical personnel should examine the affected area regardless of the perceived seriousness of the bite or injury.
  - 5.1.2 Notify their supervisor immediately;
  - 5.1.3 Have photographs taken of the affected area prior to and following medical treatment;
  - 5.1.4 Complete a Resistance Control Form (SPD Form # 94-OP-0002) and an RMS report detailing the incident.
    - 5.1.4(a) The RCF and RMS report requirement does not apply to training accidents and other incidents requiring an on-duty injury packet.

## **6 PSD ARREST AND USE OF FORCE**

- 6.1 PSDs will not be used to threaten a suspect or arrested person.
  - 6.1.1 This does not prevent the use of the PSD to guard someone, to prevent escape, or to keep someone from interfering in a police function.
- 6.2 When time permits and it is tactically safe, the PSD handler shall give a minimum of two warnings prior to deploying the PSD off lead in a search area or building.
  - 6.2.1 The verbal warning shall include:
    - 6.2.1(a) Who you are. (i.e., Springfield Police);
    - 6.2.1(b) What is wanted of the person(s) (i.e., speak to me, etc);
    - 6.2.1(c) What the consequences will be (i.e., I will send my dog).
- 6.3 PSDs shall not be deployed to apprehend persons except when the PSD handler has probable cause to believe that one of the following circumstances is present:
  - 6.3.1 To apprehend violent suspects, or to prevent any person from assaulting the canine handler, another police officer, or citizen;
  - 6.3.2 Suspect(s) pose a significant risk to officers by concealing themselves in such a manner or area that increases the risk of ambush to officers and refuse to surrender;
    - 6.3.2(a) PSDs shall not be deployed to apprehend non-violent misdemeanor suspects who pose no risk as described above.
  - 6.3.3 If available, a PSD may be deployed to check the interior of vehicles in high-risk stop situations prior to an officer's approach.

## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

- 6.4 If a PSD is deployed off lead to apprehend a fleeing suspect, caution should be used if the area is heavily populated.

## **7 DRUG DETECTION**

- 7.1 The PSD handler shall maintain records that document the use and proficiency of the PSD in drug detection using the Police Service Dog Narcotics Training Summary (SPD Form #98-OP-0293).
  - 7.1.1 This documentation shall be readily available for others who may need it when seeking warrants.
- 7.2 Use of PSD in a drug detection capacity is authorized in the following situations:
  - 7.2.1 Random exploratory sniffing of luggage, packages or other inanimate objects may be conducted in public facilities such as airports and bus terminals.
    - 7.2.1(a) Whenever possible, exploratory sniffing in these facilities shall be conducted with advance knowledge and consent of the appropriate facility manager.
    - 7.2.1(b) Exploratory sniffing shall be conducted without interference or annoyance to the public or interruption of facility operations.
    - 7.2.1(c) Officers may detain specific checked luggage or related items for purposes of requesting a PSD sniff if reasonable suspicion exists, but may not detain the items so long as to interfere with the owner's scheduled travel.
    - 7.2.1(d) When a PSD indicates on the item sniffed, a warrant or consent to search must be obtained before a search is completed.
  - 7.2.2 PSD handlers shall not initiate a sniff of an individual's person with an aggressive alert dog.
  - 7.2.3 Searches based on the sniff of the curtilage area of residences – either individual dwellings or the common areas of multiple unit dwellings – are not permitted without consent to search or a search warrant.
  - 7.2.4 PSD may be used to sniff the exterior of motor vehicles during a valid stop.
    - 7.2.4(a) A PSD indication shall serve as probable cause to search the vehicle.

## **8 BUILDING SEARCHES FOR SUSPECTS IN HIDING**

- 8.1 PSDs can be used for locating suspects in buildings or other structures where a search by officers would create an unnecessary risk. These searches shall be governed by the following:
  - 8.1.1 The building perimeter shall be secured by police personnel.
    - 8.1.1(a) Whenever possible, the building's owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout.

## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

[REDACTED]

- 8.1.4 Upon entrance to the building, all exits should be secured, and communications limited to those of a tactical nature.
- 8.1.5 The PSD may be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the building.
- 8.1.6 Before commencing the search, the PSD handler shall give a minimum of two warnings prior to deploying the PSD.
  - 8.1.6(a) The verbal warnings shall include:
    - 8.1.6(a.1) Declaration of identity (i.e., Springfield Police);
    - 8.1.6(a.2) Instructions for the person(s) (e.g., speak to me, etc.);
    - 8.1.6(a.3) Consequences for non-compliance (e.g., I will send my dog).
  - 8.1.6(b) A reasonable amount of time shall also be allowed for the suspect to respond.
  - 8.1.6(c) This warning should be repeated when entering additional areas of the building to ensure persons present hear the warning.

## **9 CROWD CONTROL**

- 9.1 PSD teams may be used to assist with crowd control to protect life or property during a riot or other unlawful assemblies.
  - 9.1.1 In these situations, PSDs shall be short leashed at all times unless no other means are available to protect an individual from serious injury.
  - 9.1.2 Deployment of PSDs shall follow the department guidelines in SOG 103.5 – Resistance Response.
  - 9.1.3 Prior to the release of any chemical agents, the on-scene commander shall notify the PSD team.

## **10 TRACKING**

- 10.1 PSDs are capable of tracking suspects and lost or missing persons.

[REDACTED]



## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

- 10.1.2 PSDs used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the PSD's tracking abilities.
- 10.1.3 A minimum of one officer shall accompany the PSD team while tracking suspects.
  - 10.1.3(a) The officer will serve as a backup officer to assist with lethal cover and handcuffing suspects.
  - 10.1.3(b) The backup officer shall stay with the PSD team until released by the PSD handler.
- 10.2 Communications will be notified by radio when the PSD team has started a track. (CALEA 81.2.4(a))

## **11 PSD KENNELING, CARE, AND MAINTENANCE**

- 11.1 The handler is responsible for the care, cleaning, and daily maintenance of their assigned PSD. (CALEA 41.1.4(c))
  - 11.1.1 The handler cannot delegate the care, cleaning, or daily maintenance of their assigned PSD to anyone other than another handler or a veterinary office with a kennel approved by the SRT supervisor and PSD Training Coordinator.
  - 11.1.2 The handler shall supervise any interaction/socialization between the PSD and other persons in order to maintain control of the PSD.
- 11.2 The handler is responsible for maintaining their assigned vehicle and all related equipment in a clean and proper condition.
  - 11.2.1 Equipment to be kept in the vehicle for canine use includes: (CALEA 41.1.4(d))
    - 11.2.1(a) Two leads;
    - 11.2.1(b) One 50-foot nylon lead with heavy-duty strap;
    - 11.2.1(c) Tracking harness (if used);
    - 11.2.1(d) Two heavy-duty chain collars;
    - 11.2.1(e) Water and drinking dish;
    - 11.2.1(f) Agitation muzzle;
    - 11.2.1(g) Bite sleeve;
    - 11.2.1(h) PSD first aid kit;
    - 11.2.1(i) Temperature/bailout system installed in the assigned vehicle.
- 11.3 PSDs will be seen only by an approved veterinarian except in emergencies.
- 11.4 All medical records will be maintained in the PSDs medical file.

## **12 HANDLER COMPENSATION FOR PSD CARE**

- 12.1 PSD handlers will be scheduled to work four ten-hour shifts per week with one hour per shift devoted to the care and maintenance of their PSD.

## **SOG 401.5**

### **Police Service Dogs**

Effective Date: 04/20/2018

- 12.2 Handlers will be compensated at the rate of one hour per AWL day for the care of their assigned PSD.

## **13 RETIREMENT OF PSD**

- 13.1 Age, illness, and injuries are factors when considering the retirement of a PSD from service.
  - 13.1.1 When the PSD is no longer capable of performing the acceptable standards due to any of the aforementioned reasons, it shall be retired from service.
  - 13.1.2 If medical conditions are a factor the PSD Training Program Coordinator will consult with the veterinarian and a decision will be made.
- 13.2 Retired PSDs shall be offered to their handler. If the handler does not want the dog, it will be offered to other handlers. If no other handlers want the dog, other options will be explored.
- 13.3 Upon retirement, the department will give up responsibility for the care and maintenance of the dog. All expenses will become the responsibility of the owner.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.6</b>
<b>Accreditation Index:</b> 1.2.5, 81.2.3, 82.2.1, 82.2.2, 82.2.3, 83.2.6 (CALEA 5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Patrol Operations	
<b>Chief of Police:</b>			

## Field Reporting

### I Policy

It is the policy of the Springfield Police Department to report incidents accurately, thoroughly, and in a timely manner.

Incident reports prepared by police department employees are an accurate account of criminal incidents and/or activities reported by citizens. They are official records that may be used for many purposes, including but not limited to the following:

- Judicial proceedings
- Explaining and demonstrating training needs
- Justifying needs in manpower and equipment
- Conveying important information to the public
- Victim recovery of losses associated with crime or traffic crashes
- Determining crime trends and patterns of criminal activity
- Aiding in evaluating employees on performance
- To report official crime statistics to the FBI

It is essential all employees ensure that an incident report is completed when appropriate and that an accurate account of the facts is reported.

### II Definitions

**Incident Report** – A report of any incident involving the violation of a federal, state or municipal ordinance, or any information provided by citizens concerning violations or potential violations, whether criminal or non-criminal. The incident report shall be used

## **SOG 401.6**

### **Field Reporting**

Effective Date: 05/31/2014

for all follow-up reports and when additional information is received about the incident.  
(CALEA 82.2.2- 5<sup>th</sup> Edition)

**“Useable” Report** – A report that does not require further work by the author and accurately reflect the preliminary investigation conducted.

**RMS (Records Management System)** – The RMS is designed to support the collection of report data from mobile data laptops and desktop workstations. The RMS transfers reports for review and approval by supervisors. It allows for incident reports to be retrieved, viewed and printed.

**Record** – Any recording of data, digital or paper, that is identified with a CAD event and/or case number.

**CAD (Computer Aided Dispatch)** – CAD functions as the central depository of all calls for service to include calls received by the Emergency Dispatch Center E911, Telecom, and Officer Initiated Calls for Service. CAD provides the numerical designation assigned to a call and tracks the call until termination.

## **III Procedure**

### **1 COMPLETION OF REPORTS IN THE FIELD (CALEA 82.2.1(d) – 5<sup>th</sup> Edition)**

- 1.1 When an officer needs to complete a report from a call earlier in the shift they shall request their dispatcher assign them back to the previous call in CAD. This may limit the officer’s availability for lower priority calls to allow time for completing reports prior to the end of their shift; however, officers shall be available for Priority 1 and 2 calls for service. If the officer is sent on a call while working on a report, they can request that the dispatcher stack the report call to them so they may go back to it once the current call for service is completed.<sup>1</sup>
- 1.2 Officers shall make every attempt to complete their reports in the field prior to the end of their shift.
- 1.3 The Uniform Operations Bureau Commander is responsible for the quality of field reporting functions conducted by UOB personnel.
  - 1.3.1 Supervisors shall insure compliance with reporting standards contained within this policy.

### **2 GENERAL INCIDENT REPORTING REQUIREMENTS (CALEA 1.2.5(a), 82.2.1(a), and 83.2.6 – 5<sup>th</sup> Edition)**

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<sup>1</sup> Section 1.1, revised procedures for notifying dispatch need to complete reports in the field; Section 1.2, pertaining to status of officer on MDT deleted, remaining section renumbered as necessary, per Policy Change Order 14-012, Effective Date 05/31/2014.

## **SOG 401.6**

### **Field Reporting**

Effective Date: 05/31/2014

- 2.1 A record will be initiated in all cases when any of the following occurs:
    - 2.1.1 A citizen reports a crime; (CALEA 82.2.2(a) – 5<sup>th</sup> Edition)
    - 2.1.2 An incident occurs resulting in an employee being dispatched or assigned; (CALEA 82.2.2(c) – 5<sup>th</sup> Edition)
    - 2.1.3 Criminal or non-criminal cases are initiated by law enforcement employees or the result of a citizen complaint; (CALEA 82.2.2(b) and 82.2.2(d) – 5<sup>th</sup> Edition)
    - 2.1.4 There is an incident involving arrests, citations or summonses; (CALEA 82.2.2(e) – 5<sup>th</sup> Edition)
    - 2.1.5 Any incident involving extraordinary deployment of resources;
    - 2.1.6 Any hostage or barricade incident whether actual or reported;
    - 2.1.7 Any incident that represents a public safety or law enforcement concern whether or not an actual violation of law has taken place.
  - 2.2 All reports shall be completed in a clear and concise manner providing all available and pertinent information.
  - 2.3 Incident Reports shall be completed using RMS.
  - 2.4 All completed incident reports shall be reviewed and approved by a supervisor or their designee.
  - 2.5 In addition to the incident narrative, a summary narrative shall be completed for release to the media.
  - 2.6 Records shall verify all location and name information in reports created on the mobile data laptops for accuracy.
- 3 NON-INCIDENT CALL DISPOSITIONS (CALEA 81.2.3(j) – 5<sup>th</sup> Edition)
- 3.1 All dispatched and field-initiated calls for service are recorded and tracked in CAD. When a call does not require an incident report, a disposition shall be recorded for the call in CAD. The following dispositions shall be used. (CALEA 82.2.2 – 5<sup>th</sup> Edition)
    - 3.1.1 HBO (HANDLED BY OFFICER): The officer arrived and determined that an incident or supplemental report was not required. The following criteria shall govern when this disposition is used:
      - 3.1.1(a) No reasonable belief exists that an offense or infraction has occurred. No information is available indicating a past or ongoing ordinance or statute violation.
      - 3.1.1(b) All persons involved are satisfied with the conclusion.
      - 3.1.1(c) There is no indication that any further action will be necessary or the incident is likely to recur.
      - 3.1.1(d) There is no useful information obtained that would serve any purpose.

## **SOG 401.6**

### **Field Reporting**

Effective Date: 05/31/2014

- 3.1.1(e) When HBO is determined, the primary officer shall provide a brief explanation for CAD entry. Supervisors shall monitor HBO dispositions for content to ensure adherence to policy.
    - 3.1.1(f) If there is any doubt as to whether a written report should be made, the officer shall complete an incident report.
  - 3.1.2 GOA (GONE ON ARRIVAL): The officer shall classify the disposition of the call GOA when no suspects are located and the complaint desires no further action taken and/or all involved parties have left and no one is available to provide further information and when not otherwise required.
    - 3.1.2(a) Brief comments explaining the justification for the disposition are required in the CAD comments, as well as broadcast over the radio to the dispatcher.
  - 3.1.3 UNF (UNFOUNDED): The officer determines, after arriving at the scene of the call, that no incident or offense actually occurred.
    - 3.1.3(a) Brief comments explaining the justification for the disposition are required in the CAD comments, as well as broadcast over the radio to the dispatcher.
  - 3.1.4 TKT (TICKET): This disposition is used when a traffic citation is issued.
  - 3.1.5 CAN (CANCELED): Canceled is used to close an event prior to it being dispatched or the officer arriving at the scene.
  - 3.1.6 ROA (REFERRED TO OUTSIDE AGENCY): The disposition “referred to outside agency” is used when referring the call to an agency other than the Springfield Police or Fire Departments. Such an agency might be Animal Control.<sup>2</sup>
  - 3.1.7 NOT (NOTIFICATION): The officer has made notification on an emergency message relay or otherwise communicated with the recipient.
- 4 RMS FORMS OR REPORTS MODULES TO BE USED (CALEA 82.2.1(b) and 83.2.6 – 5<sup>th</sup> Edition)
  - 4.1 The incident report format in RMS will serve as the reporting document of all incident reports. RMS screen forms provide fields for data entry about calls including information and details concerning arrests, persons, vehicles, property and modus operandi. Other reports, not residing in RMS, shall be completed in paper versions.

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<sup>2</sup> Section 3.1.6 grammatical correction, per Policy Change Order 14-012, Effective Date 05/31/2014.

## **SOG 401.6**

### **Field Reporting**

Effective Date: 05/31/2014

- 4.1.1 The RMS Coordinator is responsible for the maintenance and publication of all instruction documents and manuals.<sup>3</sup>
      - 4.1.1(a) The instructions shall be maintained on the Police SharePoint.
  - 4.2 A portion of the following reports shall be entered into RMS by Records staff to provide for further retrieval:
    - 4.2.1 Missouri Uniform Crash Report
      - 4.2.1(a) The reporting officer will complete the Incident tab of the general report for all accident reports.
      - 4.2.1(b) For LSOC reports, the reporting officer will add all the person and vehicle information and complete the LSOC form.
    - 4.2.2 Left Without Paying Report
    - 4.2.3 Forged Check Complaint Report
    - 4.2.4 Failure to Return Leased Property Reporting Form
    - 4.2.5 Crime Inquiry & Inspection/Authorization to Tow form
- 5 INCIDENT REPORT AND CASE NUMBERING SYSTEM (CALEA 82.2.3 – 5<sup>th</sup> Edition)
  - 5.1 All incident reports will be assigned a unique, computer-generated number by CAD. The numbers shall begin with the number 0001 at 00:00 hours January 1 of each year and end at 23:59 hours on December 31. Each report number shall begin with the agency identifier of “SPD”, followed by the last two numbers of the current year.<sup>4</sup>
  - 5.2 The case number will be assigned to each incident.
- 6 REQUIRED INFORMATION (CALEA 82.2.1(c) – 5<sup>th</sup> Edition)
  - 6.1 All fields highlighted yellow must be completed.<sup>5</sup>
  - 6.2 Other fields may be grayed out because the data is not applicable to the report.
  - 6.3 Additional fields are available for completing but are not required entry. When information is available these fields should be completed.

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3 Section 4.1.1 changed RMS Manager to RMS Coordinator, per Policy Change Order 14-012, Effective Date 05/31/2014.

4 Section 5.1 revised the unique report number designations, per Policy Change Order 14-012, Effective Date 05/31/2014.

5 Section 6.1 revised, deleted original information, moved information from Section 6.3 up, renumbered remaining sections as necessary, per Policy Change Order 14-012, Effective Date 05/31/2014.

## **SOG 401.6**

### **Field Reporting**

Effective Date: 05/31/2014

#### **7 REPORT SUBMISSION REQUIREMENTS FOR UNIFORM OPERATIONS BUREAU (CALEA 82.2.1(e) – 5<sup>th</sup> Edition)**

- 7.1 When the following circumstances apply, a report shall be completed before the end of the work shift;
  - 7.1.1 The officer is working the last day in a series of workdays;
  - 7.1.2 A suspect is in jail (Exception: With supervisors approval a DWI report, with no additional charges, can be held per UOB SO 401.6, Holding Reports)
  - 7.1.3 A Probable Cause Item arrest is made;
  - 7.1.4 The incident is significant and/or will likely be assigned for CID follow-up the next day;
  - 7.1.5 All towed vehicle Impoundment Reports;
  - 7.1.6 All Property Submission Reports;
  - 7.1.7 All Missouri Uniform Crash Reports;
  - 7.1.8 Any portion of the report requires a MULES entry;
  - 7.1.9 Any other legitimate circumstances that justify the overtime, with supervisor approval;
  - 7.1.10 All Vehicle Stop Racial Profiling Reports.<sup>6</sup>
- 7.2 If an officer is not able to complete all reports by the end of the shift and the incident does not involve any of the circumstances listed above, the officer shall request approval from their supervisor to “HOLD” the report for completion the next day.

#### **8 HOLDING REPORTS (CALEA 82.2.1(e) – 5<sup>th</sup> Edition)**

- 8.1 If a supervisor approves a report to be held for completion the next day, the officer holding the report shall complete the Incident Tab section of RMS. They shall type the words ‘PENDING’ in the Summary Tab of the Narrative Section. The report will be left open so that it may be completed the next day.
  - 8.1.1 If the report involves an arrest, the officer is also required to enter the name, DOB, SSN, and the time and location of any person who was arrested and shall also type “PENDING” in the arrest report narrative.<sup>7</sup>
- 8.2 Under no circumstances will a report be held for more than one day, unless approved by a Section Commander.

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<sup>6</sup> Section 7.1.10 pertaining to Vehicle Stop Racial Profiling Reports added, per Policy Change Order 14-012, Effective Date 05/31/2014.

<sup>7</sup> Section 8.1.1 pertaining to arrest report procedures added, per Policy Change Order 14-012, Effective Date 05/31/2014.



## **SOG 401.6**

### **Field Reporting**

Effective Date: 05/31/2014

#### **9 SUPERVISORY REPORT REVIEW (CALEA 82.2.1(e) – 5<sup>th</sup> Edition)**

##### **9.1 The supervisor shall evaluate the report using the following criteria;**

9.1.1 Completeness of the report, including but not limited to elements of the crime, probable cause and witness/suspect information including SSN and date of birth, Modus Operandi, witness/suspect statements, correct address and phone number, arrest report completion, and charges, when applicable.

9.1.2 Supervisors shall be diligent about completeness of information in the report;

9.1.2(a) Clarity of content

9.1.2(b) Organization

9.1.2(c) Spelling

9.1.2(d) Grammar

9.1.2(e) Accuracy of the investigation

9.2 A “useable” report is one that does not require further work by the originator and it accurately reflects the preliminary investigation conducted.

9.2.1 Errors, omissions, lack of elements of the crime, incomplete preliminary investigation, improper spelling, improper grammar, improper sentence structure, poor organization, or failure to complete field are problems not present in the useable report.

9.2.2 Minor errors may be tolerated if:

9.2.2(a) They do not impair prosecution; and

9.2.2(b) They do not result in inaccurate record keeping; and

9.2.2(c) They do not bring discredit to the department

9.2.3 Corrections to the record are completed prior to it being closed in the RMS system. If a supplemental report is required to correct information that should have been in the original report, the original report is deficient.

9.2.4 If the supervisor or others must complete a reporting task that is the responsibility of the originator, the report is deficient.

9.2.5 If an event or condition described in Section 7 (Report Submission Requirements for Operations Division) occurs, and the report is not completed prior to the officer’s end of shift, the report is deficient.

9.2.6 Supervisors shall check the system daily for any reports written by their subordinates that are still pending supervisory approval.

#### **10 REPORT PROCESSING AND MANAGEMENT (CALEA 82.2.1(e) – 5<sup>th</sup> Edition)**

10.1 Officers shall make every attempt to complete their reports in the field prior to the end of their work shift.

## **SOG 401.6**

### **Field Reporting**

Effective Date: 05/31/2014

- 10.2 If circumstances prevent the completion of a report within the work shift, Officers will refer to section 8 above.<sup>8</sup>
  - 10.3 Incident reports shall be completed in a timely manner when new information is obtained related to the case.
  - 10.4 Report originators shall verify location and name information on all reports created on desktop workstations before obtaining supervisory approval.
  - 10.5 Every effort must be made to ensure that names and addresses are verified to accurate information already in the system.
    - 10.5.1 This will prevent creation of duplicates and reports being logged at incorrect addresses.
  - 10.6 Supervisors assigned to the Criminal Investigations Division shall forward all reports with content error to their next in command for return to the appropriate Uniform Operations Bureau Commander and the originator's supervisor.
  - 10.7 The Stats/Conclusion section provides a status history of each action taken in report processing and management. Status history includes date and time stamps for all actions taken.
- 11 DISTRIBUTION OF INCIDENT REPORTS
- 11.1 All Incident Reports may be viewed and printed. Each time a report is printed an event log will be added, identifying the person printing the report.
- 12 ATTACHMENTS TO THE INCIDENT REPORTS
- 12.1 Documents accompanying incident reports shall be identified with the case number and provided to Records for scanning and attachment.
  - 12.2 Data associated with report attachments may be entered into RMS for search and retrieval.
  - 12.3 Some report attachments shall be stored in Records under the assigned case number and are available upon request.
- 13 COMPLETING REPORTS AT POLICE FACILITIES
- 13.1 Writing reports at any police department facility shall be authorized only with the approval of a supervisor.
  - 13.2 Some examples when a supervisor may consider approval for completion of reports at a police facility are:
    - 13.2.1 The officer is completing a report on a significant incident such as a homicide, felony assault, sexual assault, burglary, etc.

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<sup>8</sup> Section 10.2, pertaining to completing of reports revised, per Policy Change Order 14-012, Effective Date 05/31/2014.

## **SOG 401.6**

### **Field Reporting**

Effective Date: 05/31/2014

- 13.2.2 The officer needs access to resources at police headquarters to complete their investigation (i.e. photos, crime analysis, records, etc.)

#### **14 FIELD REPORTING MANUAL (CALEA 82.2.1(b) – 5<sup>th</sup> Edition)**

- 14.1 The Field Reporting Manual contains information on forms identified for use in field reporting functions, including local, county, state and federal forms (if any) that are not available in the Records Management System.

- 14.2 The Bureau Commanders or designees are responsible for identifying the forms and information to be included in the Field Reporting Manual.

- 14.2.1 The Forms Development Coordinator is responsible for the maintenance and publication of the Field Reporting Manual and all completion instructions for forms identified within the manual.

- 14.2.1(a) The Bureau Commanders or designees are responsible for ensuring that essential revisions, updates, or other changes be communicated to the Forms Development Coordinator on a timely basis.

- 14.2.2 The instructions shall be maintained on the Police SharePoint.

- 14.2.2(a) Each set of instructions shall include, but not be limited to the following:

- 14.2.2(a.1) Title

- 14.2.2(a.2) Form report designator or number assigned by the originating agency, if any;

- 14.2.2(a.3) Source agency- the agency or organization administering the report form;

- 14.2.2(a.4) Purpose of Report- describing the purpose of the report;

- 14.2.2(a.5) Authority- the statute, directive, SOG or other authority directing the function related to the form;

- 14.2.2(a.6) Completion Instructions- step by step description of the information required for each field in the form.

- 14.2.2(a.7) Submission: The authority or other entity who receives the form from the originating officer- usually the squad sergeant or Central Records.

- 14.2.2(a.8) Report Flow: An abbreviated description of those other units or

**SOG 401.6**

Field Reporting

Effective Date: 05/31/2014

organizations who receive access to the report following submission to Central Records.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 03/29/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.7</b>
<b>Accreditation Index:</b> 55.2.6			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Patrol Operations		
<b>Chief of Police:</b>			

## Victim/Witness Assistance

### I Policy

Employees of this department shall exhibit sensitivity, compassion, and professional concern for the needs and welfare of all crime victims and witnesses. Missouri law dictates additional action from the Police Department when dangerous felonies occur. Employees shall comply with the additional State provisions affecting victim and witness rights and shall be aggressive in providing those services. For services not offered directly by the Police Department, employees shall refer and assist victims in securing assistance from other public and private agencies. Victims are our "first customers".

### II Definitions

**Victim** - A person, other than the perpetrator or accomplice, who suffers direct or threatened physical, emotional, or financial harm as a result of the commission or attempted commission of a crime. The term "victim" also includes the family members of a minor, incompetent person, or homicide victim.

**Witness** - A person, other than a perpetrator, accomplice, or individual employed in the administration of criminal justice, who has information or evidence relevant to the investigation of a crime.

### III Procedure

#### 1 RIGHTS OF VICTIMS AND WITNESSES

## **SOG 401.7**

### **Victim/Witness Assistance**

Effective Date: 04/04/2017

- 1.1 It is in the best interest of law enforcement to positively interact with the victim/witness since no other component of the criminal justice system can effectively duplicate this opportunity. We are absolutely dependent upon the aid of the victim/witness to help hold the criminal accountable. A cooperative victim/witness will raise the probability of conviction. In return, the victim/witness, regardless of the seriousness or violation, deserves service, support, and fair treatment.
- 1.2 Police department employees in Missouri have an affirmative duty by law to inform victims of “dangerous felonies” of their lawful rights when victimization is the result of:
  - 1.2.1 First degree arson;
  - 1.2.2 First degree assault;
  - 1.2.3 First degree murder;
  - 1.2.4 Second degree murder;
  - 1.2.5 Voluntary manslaughter;
  - 1.2.6 Forcible rape;
  - 1.2.7 Forcible sodomy;
  - 1.2.8 Kidnapping;
  - 1.2.9 First degree robbery;
  - 1.2.10 Elder abuse in the first degree;
  - 1.2.11 Statutory rape and statutory sodomy in the first degree when the victim is less than twelve years of age;
  - 1.2.12 Abuse of a child resulting in death;
  - 1.2.13 Child kidnapping and parental kidnapping by detaining or concealing the whereabouts of the child for not less than one hundred twenty days.
- 1.3 Police employees shall cooperate with prosecuting attorneys, other law enforcement agencies, local social service agencies, and the courts to afford victims the rights and services provided by law. Direct assistance to victims and witnesses shall include:
  - 1.3.1 Providing them with information about the status of any case concerning a crime against the victim, including those committed by juvenile suspects;
  - 1.3.2 Providing them with information concerning victim compensation assistance;
  - 1.3.3 Assisting the victim in documenting losses;
  - 1.3.4 Providing the victim (or their representative) with a complete, unaltered, unedited investigation report concerning traffic crashes, as permitted by law;

## **SOG 401.7**

### **Victim/Witness Assistance**

Effective Date: 04/04/2017

- 1.3.5 Providing information on how to secure emergency crisis intervention services;
- 1.3.6 Notification of release on bond of the criminal suspect(s);
- 1.3.7 Notification within 24 hours of the escape of such criminal suspect from the Detention Unit and subsequent recapture;
- 1.3.8 In cases where charges have been filed or the case is pending review in the Prosecutor's Office, providing reasonable protection from harm or threat of harm from the criminal suspect (or others assisting him/her) arising from the victim/witness's cooperation with law enforcement;
- 1.3.9 The return of property no longer needed as evidence within five working days of the victim's request, unless the property is contraband or subject to forfeiture, or provide a written explanation if it is not returned;
- 1.3.10 Providing a complete, unaltered, and unedited incident report for the purpose of investigation of any civil claim for defense.

## **2 GENERAL RESPONSIBILITIES**

- 2.1 The Chief of Police or designee will maintain membership in the Missouri Victim's Assistance Network to establish a liaison with victim/witness service agencies.
- 2.2 The Commander assigned to the Uniform Operations Bureau will be responsible for development of appropriate public service announcements regarding victim/witness services.
- 2.3 The Uniform Operations Bureau Commander shall be responsible for the publication of the Victim/Witness Information brochure (SPD Form # 97-IN-0260).<sup>1</sup>

## **3 EMPLOYEE RESPONSIBILITIES**

- 3.1 Provide reasonable assistance to victims/witnesses, refer victims/witnesses, or answer questions as may be reasonable.
- 3.2 If the victim does not speak English or is hearing impaired, officers may seek the use of an interpreter utilizing either an officer or other department employee or an interpreter contacted via Communications.
  - 3.2.1 Officers shall refrain from using friends, family members or neighbors because of the potential for personal feelings to interfere with the translation.
- 3.3 Major case crime victims shall be provided referral information to the Victim

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<sup>1</sup> Section 2.3 revised, capitalization and punctuation, per Policy Change Order 17-017.

## **SOG 401.7**

### **Victim/Witness Assistance**

Effective Date: 04/04/2017

Center.<sup>2</sup>

- 3.4 Employees will provide victims/witnesses a copy of Victim/Witness Information brochure.<sup>3</sup>
- 3.5 It will be the responsibility of victims/witnesses to request or seek assistance, if desired, after the available services are made known to them.
- 3.6 Police officers shall assist victims of domestic assault with safe transportation to appropriate shelter.

## **4 CONFIDENTIALITY OF VICTIM/WITNESS IDENTITIES**

- 4.1 Records and files of victims/witnesses are open records under the Missouri Sunshine Law, EXCEPT cases involving sexual assault or when a crime victim has specifically requested confidentiality.
  - 4.1.1 In sexual assault cases, the identities of the victims and witnesses and their role in the case shall remain protected information.
  - 4.1.2 In cases where the victim has requested confidentiality, the name shall not be released until formal filing of charges against the suspect has occurred.

## **5 INTERACTION WITH OTHER VICTIM/WITNESS SERVICE AGENCIES**

- 5.1 Victim/Witness Rights and Services. Refer the victim/witness to the Prosecuting Attorney Victim/Witness Assistance Service office for assistance regarding:
  - 5.1.1 Court appearance/cancellation notification services.
  - 5.1.2 Collection of witness fees.
  - 5.1.3 Escort and other transportation services, if available.
  - 5.1.4 Case process notification.
  - 5.1.5 Employer intercession.
  - 5.1.6 Expedited return of property.
  - 5.1.7 Personal protection requiring Missouri Witness Protection Program.
  - 5.1.8 Family support services including child and dependent case.
  - 5.1.9 Waiting facilities during trial and other court proceedings.
  - 5.1.10 Notification when a defendant is released or escapes from custody.
- 5.2 Crime Victim Compensation (RSMo Chapter 595)<sup>4</sup>
  - 5.2.1 The Greene County Prosecutor's Victim/Witness Service Office will assist in filing a claim with the Division of Workers Compensation

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<sup>2</sup> Section 3.3 revised, terminology update, per Policy Change Order 17-017.

<sup>3</sup> Section 3.4 revised, form number removed, per Policy Change Order 17-017.

<sup>4</sup> Section 5.2 reorganized, per Policy Change Order 17-017.



## **SOG 401.7**

### **Victim/Witness Assistance**

Effective Date: 04/04/2017

(Crime Victim's Compensation).

- 5.2.2 The Prosecutor's Victim/Witness Assistance/Service Office has the Crime Victim's Compensation Form and will provide crime victims assistance in completing the form.
- 5.2.3 Those eligible for compensation include:
  - 5.2.3(a) A victim of a crime;
  - 5.2.3(b) A dependent of the victim in cases involving the death of the victim as a direct result of a crime;
  - 5.2.3(c) Any member of the family who legally assumes the obligation or who pays the medical or burial expenses incurred in cases where the death of the victim was a direct result of a crime.

## **6 VICTIM ASSISTANCE DURING PRELIMINARY INVESTIGATIONS**

- 6.1 The first officer to arrive on the scene of a dangerous felony or domestic assault is the initial source of protection for the victim. The manner in which the officer treats the victim can affect the victim's immediate and long-term ability to cope with the crime and be a good cooperative witness.
  - 6.1.1 Preliminary investigating officers will:
    - 6.1.1(a) Provide case number and case status information (Open or Suspended) at the scene.
    - 6.1.1(b) When appropriate, provide victim(s) with a Victim/Witness Information brochure which includes information about financial assistance available through the Crime Victims Compensation Fund.<sup>5</sup>
    - 6.1.1(c) The arresting officer will provide a copy of the victim/witness information to the Greene County Criminal Justice Center. This will be done before booking and it will include necessary information for victim or witness contact.
    - 6.1.1(d) Clearly document all victim services rendered in the RMS report.
- 6.2 Information about victim/witness resources is also available at the front desks of SPD Headquarters and the South District Station when those desks are open to the public.
  - 6.2.1 Information will be available to inform the victim/witness of services provided by this or other agencies, including:
    - 6.2.1(a) Counseling;

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<sup>5</sup> Section 6.1.1(b) revised, form number removed and syntax change, per Policy Change Order 17-017.

## **SOG 401.7**

### **Victim/Witness Assistance**

Effective Date: 04/04/2017

- 6.2.1(b) Medical attention;
- 6.2.1(c) Victim compensation programs;
- 6.2.1(d) Emergency financial assistance;
- 6.2.1(e) Victim advocacy and support groups.

## **7 VICTIM ASSISTANCE DURING CRIMINAL INVESTIGATION FOLLOW-UP**

- 7.1 Follow-up investigation is another opportunity to assist the victim/witness. The way they are treated can have an immediate and lasting effect on our ability to prosecute and convict criminals.
- 7.2 The employee conducting the follow-up investigation will make an effort to contact the victim/witness within a reasonable period of time upon initiation of the follow-up investigation to advise the status of the case and to provide the prosecuting attorney's telephone number, if requested. If written request for crime victim services is made, it will be sent to the appropriate investigator for follow-up, if assigned.
  - 7.2.1 During follow-up investigation and/or after an arrest is made, the investigating officer will cooperate with the prosecuting attorney and may assist in ensuring that victims/witnesses are kept informed of the progress of the case and are rendered basic services to include:
    - 7.2.1(a) Making a good faith effort to contact the victim/witness within a reasonable period of time of the initiation of a follow-up investigation, if any, when the impact of the crime was of a severe nature, such as a homicide, rape, assault involving serious injury, or robbery to determine if needs are being met.
    - 7.2.1(b) Providing information concerning procedures involving prosecution of the case and the victim's role in those procedures.
    - 7.2.1(c) The prompt return of seized personal property not needed as evidence, when possible.
    - 7.2.1(d) Scheduling lineups, follow-up interviews, and required appearances at the convenience of the victim/witness, when practicable. If necessary, investigators may provide transportation for the victim/witness.
    - 7.2.1(e) If feasible, referring the victim for victim advocacy services to the appropriate support organization.
    - 7.2.1(f) Notification of arrests made relating to the case and the arrestee's custody status as required in RSMo 595.209.<sup>6</sup>

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<sup>6</sup> Section 7.2.1(f) revised, punctuation change, per Policy Change Order 17-017.

## **SOG 401.7**

### **Victim/Witness Assistance**

Effective Date: 04/04/2017

- 7.2.2 Upon arrest for a dangerous felony, except for burglary in the second degree, the Greene County Criminal Justice Center's "Victim/Witness Notification Information for Jail" form (SHF-484) will be completed. This form may also be completed by the officer for a lesser offense if the officer believes the safety of the victim or witness is in danger.
  - 7.2.2(a) The "Victim/Witness Notification Information for Jail" form will be attached to the subject's booking information upon presentation to the GCCJC intake desk for detention.
  - 7.2.2(b) In the event that the suspect is released prior to booking by SPD personnel, the releasing officer shall make and document an attempt to notify the victim.
  - 7.2.2(c) In the event the suspect is transferred to a facility other than the GCCJC, the arresting officer shall contact that agency and provide victim notification information.
  - 7.2.2(d) Victim/witness notification actions shall be documented in the officer's written report.

## **8 VICTIM/WITNESS PROTECTIVE SERVICES <sup>7</sup>**

- 8.1 When evidence suggests attempts have been or may be made to intimidate or otherwise dissuade witnesses or victims of a crime from testifying (in violation of RSMo 575.270), investigating officers will inform the victims/witnesses of their right to petition the court (under the authority of RSMo 491.600) for a protection order.
  - 8.1.1 This agency shall provide appropriate assistance to victims/witnesses who have been threatened.
  - 8.1.2 Assistance is determined on a case by case basis, and can range from placing a victim in protective custody to offering a frightened witness words of encouragement.
  - 8.1.3 If resources are available, the assistance should be commensurate with the danger faced by the individual.
  - 8.1.4 Department members learning of possible threats to the safety of victims or witnesses living in another jurisdiction will notify the responsible agency of the threat and request assistance be provided them concerning witness notification and protection.
  - 8.1.5 This department will, when reasonable, cooperate with other police or public service agencies in assisting with victim/witness protection.
- 8.2 In those cases where evidence suggests that the safety or life of a victim/witness may be endangered, a request may be made by a victim/witness or department

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<sup>7</sup> Section 8 revised; minor rewording, punctuation changes, and RSMo reference updated; PCO 17-017.

## **SOG 401.7**

### **Victim/Witness Assistance**

Effective Date: 04/04/2017

members through the appropriate prosecuting attorney for necessary financial or other assistance available from the Department of Public Safety to provide protection in accordance with RSMo 491.640.

## **9 NEXT-OF-KIN EMERGENCY NOTIFICATIONS (CALEA 55.2.6) <sup>8</sup>**

- 9.1 The department, at times, must notify next-of-kin as part of operational procedures, or called upon by citizens and other agencies to inform citizens of the death, serious injury, or serious illness of a family member. Notifications present a difficult situation for both the next-of-kin and the assigned officer. The Department will quickly and compassionately honor these requests and notify relatives of victims who reside within Springfield, Missouri.
- 9.2 Emergency messages will only be accepted for delivery in the following emergency situations:
  - 9.2.1 Death
  - 9.2.2 Serious injury or illness
- 9.3 Request for delivery of an emergency message will be accepted only when the person requesting assistance is clearly unable to deliver the message through other means.
- 9.4 Death notifications will be made in person absent exigent circumstances that shall be documented and approved by a Commander. The officer should request a Police Chaplain to accompany them on the notification. However, in the absence of a chaplain, the assigned officer will make the notification. Officers will determine what, if any, additional assistance is necessary on a case by case basis.
  - 9.4.1 If it is known that the person to be notified lives alone, a neighbor or close friend (if known), should be contacted prior to the notification. The officer making notification should be reassuring, understanding and offer assistance whenever possible.
  - 9.4.2 The notifying police officer may assist, upon request by the notified person, to have a friend, neighbor or family member present or immediately available before leaving the notified party.
  - 9.4.3 Unless specifically stated in a citizen's request, juveniles will not be given a death message when the parents are not immediately available. They will be advised to have a parent contact the department.
  - 9.4.4 In cases where numerous attempts are unsuccessful to locate the requested individual, a note addressed to the person can be secured near an entrance requesting them to contact the Department by phone

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<sup>8</sup> Section 9 heading revised, 5<sup>th</sup> Edition removed from CALEA reference per Policy Change Order 17-017.

**SOG 401.7**

Victim/Witness Assistance

Effective Date: 04/04/2017

as soon as possible. The information regarding the notification itself will not be written on the note.

- 9.4.5 The police officer tasked with delivering the notification should never give the surviving family a false sense of hope. Always use words such as “died” or “dead” rather than “gone away” or “passed away”.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> N/A – New Policy	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.8</b>
<b>Accreditation Index:</b> 41.2.1, 81.2.4			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Patrol Operations	
<b>Chief of Police:</b>			

## Backup Officers

### I Policy

It is the policy of the Springfield Police Department to have established procedures for the assignment and response of backup officers. The Springfield Police Department encourages officers to address calls for service in an expeditious manner, but will not give priority to efficiency over the safety of the responding officers.

### II Definitions

CAD – Computer-Aided Dispatch

### III Procedure

#### 1 ASSIGNMENT OF BACKUP OFFICERS (CALEA 81.2.4(e))

- 1.1 Springfield-Greene County 911 maintains a list of CAD call types, which is reviewed annually by SPD Command Staff. This list includes the priority level assigned to each call type and indicates whether the call should be dispatched for a one-unit or two-unit response.
- 1.2 The CAD system makes recommendations as to the number of officers to assign to a particular call based on the information from the call type list. Dispatchers shall follow these recommendations.
- 1.3 If a single unit is assigned to a two-unit call because they are the only officer in service at that time, dispatch will send a backup officer as soon as assistance becomes available.

## **SOG 401.8**

### **Backup Officers**

Effective Date: 09/28/2017

- 1.3.1 Single units assigned to calls requiring backup should use appropriate discretion when deciding whether to approach the scene alone, based on the circumstances and established department safety priorities.
  - 1.4 Backup will also be assigned at the request of an officer or at the direction of a supervisor.
    - 1.4.1 While it is an officer's responsibility to request backup, field supervisors should monitor dispatched calls and officer activity for situations in which additional personnel may be needed and make necessary assignment adjustments regarding the number of backup units responding and/or the level of response to an incident.
- 2 **CALLING OFF BACKUP (CALEA 81.2.4(e))**
  - 2.1 The primary responding unit has discretion to call off their backup in certain situations. However, officers shall not call off their backup under the following circumstances:
    - 2.1.1 A crime is reported as "in progress" or an alarm call indicating a crime is in progress;
    - 2.1.2 The suspect is still on scene, in the immediate area, or recently left and likely to be nearby;
    - 2.1.3 The caller is uncooperative or details of the situation are unknown;
    - 2.1.4 A domestic disturbance or other disturbance in which involved parties from opposing sides are present or in the immediate area;
    - 2.1.5 Any call for service in which involved parties are reported to be armed and/or mentally ill;
    - 2.1.6 Any other situation which is likely to present a danger to officers.
  - 2.2 If, after arrival on scene, an officer determines none of the above-listed circumstances apply and additional officers are not needed, they may then have responding backup units disregard.
  - 2.3 Supervisors will monitor officers' requests to disregard backup and override the request when necessary.
- 3 **BACKUP RESPONSE (CALEA 81.2.4(a))**
  - 3.1 Officers will notify the dispatcher whenever they self-initiate backup for another unit.
  - 3.2 The closest available unit shall respond to requests for backup.
  - 3.3 Circumstances of the situation shall dictate whether a non-emergency or emergency response is appropriate. The level of response should be consistent with established guidelines as set forth in SOG 304.1 – Police Vehicle Operation.
  - 3.4 When requesting backup, officers should specify the type of response needed.

## **SOG 401.8**

### **Backup Officers**

Effective Date: 09/28/2017

[REDACTED]

3.5 Officers assigned outside Patrol (e.g. Traffic, Community Services, Criminal Investigations, etc.) who are in the field and in service have the responsibility to respond when a unit is needed for a high-priority backup.

3.6 When a plainclothes officer responds to an ongoing tactical situation or in-progress call, they shall notify the dispatcher by radio. The dispatcher shall advise officer(s) on scene and en route of the plainclothes officer's response.

## **IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/31/2013	<b>Supersedes Policy Dated:</b> 03/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.2</b>
<b>Accreditation Index:</b> 42.2.1, 83.2.1, 83.2.6 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Crime Scene Management

### I Policy

One of the most basic services of a police agency is to investigate crimes that have occurred within its jurisdiction. It is the goal of the Springfield Police Department to aggressively pursue its investigations as successfully and efficiently as possible. The employees of the Department shall appropriately respond to and investigate all violations of city ordinances and state and federal laws that are reported by citizens or observed by employees that occur within its jurisdiction.

### II Definitions

### III Procedure

#### 1 PRELIMINARY INVESTIGATIONS

- 1.1 Officers of the Uniform Operations Bureau will be responsible for conducting appropriate preliminary investigations of all assigned or discovered crimes, except certain homicides as provided for in Section 7, occurring within the jurisdiction of the Springfield Police Department.
- 1.2 Assignment of Investigating Officer - The assignment of an investigating officer will normally be made by the appropriate dispatcher in accordance with the duties and responsibilities of officers.
  - 1.2.1 During those times when the number of police units that are available for calls for service are limited, the dispatcher will have the discretion to assign the most available unit.
  - 1.2.2 Field unit supervisors will have the discretion to alter investigative assignments of the personnel in their unit.

## **SOG 402.2**

### **Crime Scene Management**

Effective Date: 12/31/2013

## **2 RESPONSIBILITIES OF THE UNIFORMED INVESTIGATING OFFICER**

- 2.1 Upon responding to the scene of a crime, the assigned uniformed investigating officer may be responsible for the following:
  - 2.1.1 Assisting of any injured persons at the crime scene.
  - 2.1.2 Observing and noting all conditions and events, including time, temperature, weather conditions, lighting, etc. (CALEA 42.2.1(a)-5<sup>th</sup> Edition)
  - 2.1.3 Protection of the crime scene (CALEA 42.2.1(c) and 83.2.1-5<sup>th</sup> Edition)
    - 2.1.3(a) Tape or rope off the crime scene area
    - 2.1.3(b) Keep all unnecessary personnel out of the crime scene.
    - 2.1.3(c) Secure the crime scene in any manner necessary.
  - 2.1.4 Preservation of evidence (CALEA 42.2.1(c) and 83.2.1-5<sup>th</sup> Edition)
    - 2.1.4(a) Evidence at a crime scene should remain undisturbed until processed. However, an officer may decide that under the following circumstances it is advisable to move or remove the evidence.
      - 2.1.4(a.1) Safety factors
      - 2.1.4(a.2) Possibility of theft
      - 2.1.4(a.3) Threat of contamination
    - 2.1.4(b) Fragile evidence may be protected by covering it with boxes, traffic cones, etc.
  - 2.1.5 Notification of immediate supervisor if warranted by the seriousness of the crime.
  - 2.1.6 In the event of a fatality make timely notification to the Medical Examiner.
  - 2.1.7 Preliminary identification and interview of the complainant, the victim of the crime and/or witnesses to the crime. (CALEA 42.2.1(b) and 42.2.1(d)-5<sup>th</sup> Edition)
  - 2.1.8 Arrest and interview of suspect if present or near the crime scene. (For major crimes refer to Sections 5-7 of this SOG) (CALEA 42.2.1(d)-5<sup>th</sup> Edition)
  - 2.1.9 Photographing and processing of the crime scene, or requesting the Crime Scene Van. (CALEA 42.2.1(c) and 83.2.1-5<sup>th</sup> Edition) <sup>1</sup>
    - 2.1.9(a) The use of personal still cameras, video cameras, or any other image capturing devices are strictly forbidden at

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<sup>1</sup> Section 2.1.9 revised, deleted the reference to Criminal Identification personnel, per Policy Change Order 13-107, Effective Date 12/31/2013.

## **SOG 402.2**

### **Crime Scene Management**

Effective Date: 12/31/2013

any crime scene.

- 2.1.10 Search of the crime scene and collection of evidence, or requesting the Crime Scene Van. (CALEA 42.2.1(c) and 83.2.1-5<sup>th</sup> Edition) <sup>2</sup>
- 2.1.11 Canvass of the neighborhood and/or area.
- 2.1.12 Proper reporting of the investigation and documentation of all investigative activities within the crime scene.
- 2.1.13 Arrange for composite sketch if applicable.
- 2.1.14 Provide victim-witness assistance as provided in SOG 401.7, Victim-Witness Assistance and as required by Law, and documenting same in the Offense or Incidental report.

### **3 FIELD UNIT SUPERVISOR'S RESPONSIBILITY**

- 3.1 The uniformed investigator's field unit supervisor (the unit sergeant or in their absence, the unit corporal) will be notified of any serious crime as soon as possible. The unit supervisor will be responsible for the overall management of the preliminary investigation and for the smooth coordination of the efforts of department members and other involved law enforcement agencies at the scene.
- 3.2 In the case of a suicide, serious assault, or other crime of serious community impact, the unit supervisor will respond to the crime scene and assume management responsibilities.
- 3.3 The unit supervisor will retain management control of the preliminary investigation and integrity of the crime scene until it is completed.
- 3.4 The unit supervisor will coordinate with the Persons Section supervisor.
- 3.5 The unit supervisor will be responsible for the assignment of additional personnel to the crime scene. The unit supervisor will also be responsible for assignment of personnel to functions related to the crime scene including proper documentation of crime scene activities.
- 3.6 The unit supervisor will ensure the notification of the responsible Watch Commander, their designee, or the Uniform Operations Bureau Commander in the appropriate situations.

### **4 RESPONSIBILITIES OF THE INCIDENT COMMANDER**

- 4.1 In the case of a serious crime, the field unit supervisor or their designee shall immediately notify the responsible Watch Commander. The Watch Commander will then become the Incident Commander responsible for coordination of the efforts of department members and other involved law enforcement agencies at the crime scene.

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<sup>2</sup> Section 2.1.10 deleted the reference to Criminal Identification personnel, per Policy Change Order 13-107, Effective Date 12/31/2013.

## **SOG 402.2**

### **Crime Scene Management**

Effective Date: 12/31/2013

- 4.2 The Incident Commander shall be responsible for: <sup>3</sup>
  - 4.2.1 Notification of IIAU personnel, if appropriate.
  - 4.2.2 Media releases during preliminary investigation.
  - 4.2.3 Confirming the Medical Examiner has been contacted by dispatch if the scene contains a deceased person.
  - 4.2.4 In the case of a death or serious injury, notification of the family of the victim, except in the case of a homicide being investigated by the Persons Section.
  - 4.2.5 Ensuring timely notification of the Persons Section Commander and Operations Bureau Commander of a serious situation.
- 5 **RESPONSIBILITIES OF THE PERSONS SECTION SUPERVISOR AT THE CRIME SCENE**
  - 5.1 In the case of a serious crime, members of the Persons Section may be requested by the Incident Commander to initiate an immediate follow-up investigation. Their supervisor, if available, may respond to the crime scene. If the Persons Section supervisor does respond to the crime scene, they will assume the following responsibilities:
    - 5.1.1 Follow-up investigation.
    - 5.1.2 Suspect and witness interviews after initial information is gained at the scene.
    - 5.1.3 Coordination with the crime scene supervisor.
    - 5.1.4 Management of the investigative activities of the personnel in their charge.
    - 5.1.5 Assume command of the follow-up investigation at the time the preliminary investigation is completed.
- 6 **RESPONSIBILITIES OF PERSONS SECTION INVESTIGATORS AT THE CRIME SCENE**
  - 6.1 Persons Section investigators may respond to a crime scene at which time they will familiarize themselves with all aspects of the preliminary investigation and offer any viable suggestions they may have concerning the investigation to the supervisor in charge of the crime scene.
  - 6.2 The Persons Section investigator or the unit supervisor will coordinate all joint investigative efforts involving other department sections through the Incident Commander or the supervisor in charge.

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<sup>3</sup> The Section previously numbered 4.2 referencing notification of Technical Services deleted, remaining sections renumbered as necessary, per Policy Change Order 13-107, Effective Date 12/31/2013.

## **SOG 402.2**

### **Crime Scene Management**

Effective Date: 12/31/2013

- 6.3 The Persons Section investigator may perform an in-depth interview of potential witnesses that are at or near the crime scene.
- 6.4 The Persons Section investigator may perform an in-depth interrogation of suspects believed involved in the crime.
- 6.5 Persons Section personnel may obtain a Search Warrant if circumstances of the crime require one. This may also be done by a uniformed officer, should Persons Section personnel not respond.

## **7 HOMICIDE INVESTIGATIONS**

- 7.1 Upon completion of life-saving efforts and/or a safety sweep of the premises for suspects, officers at a known or suspected homicide scene shall retire to the perimeter as soon as practical, protect the scene, and notify their chain-of-command who will then contact the Persons Commander or Violent Crimes Unit Sergeant.
- 7.2 The Persons Section Commander or designee shall determine whether a response by their personnel is appropriate.
  - 7.2.1 The Persons Section Commander or designee may make a site visit to assist in this determination.
- 7.3 If a CIS response is initiated, UOB shall retain perimeter responsibility. The Violent Crimes Unit Sergeant or designee shall become the Crime Scene Supervisor and shall have operational authority over the crime scene processing efforts.
  - 7.3.1 In case of multiple crime scenes, the Violent Crimes Unit Sergeant or designee shall designate supervisors for each, if appropriate.
- 7.4 The Violent Crimes Unit Sergeant or designee shall maintain communication between on-scene investigators and those engaged in other, associated tasks.<sup>4</sup>

## **IV Attachments**

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<sup>4</sup> Sections previously numbered 8 - 8.3 pertaining to the responsibilities of the Technical Assistance Unit deleted, per Policy Change Order 13-107, Effective 12/31/2013.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 11/30/2012	<b>Supersedes Policy Dated:</b> 08/04/2006	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.3</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Investigative Task Force <sup>1</sup>

### I Policy

It is the policy of the Springfield Police Department to commit resources to and participate in investigative task forces in order to promote interagency cooperation, maximize efficiency of resources, to successfully combat crime and assist crime victims.

### II Definitions

### III Procedure

#### 1 PURPOSE

1.1 The purpose of an Investigative Task Force is: <sup>2</sup>

1.1.1 To focus investigative energies on criminals and crime problems that by their magnitude, complexity or sensitivity requires a commitment not available to other units within the Bureau or to improve the investigative process itself through multidisciplinary participation. <sup>3</sup>

1.1.2 A Task Force may be formed to investigate the following offenses:

1.1.2(a) Homicides

1.1.2(b) Aggravated Assault

1.1.2(c) Robbery

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<sup>1</sup> This document has been revised to meet current formatting standards, minor grammatical and/or typographical corrections have been completed as necessary, per Policy Change Order 12-117, Effective Date 11/30/2012.

<sup>2</sup> Renumbered Sections 1.1 – 1.1.2(l) per Policy Change Order 12-117, Effective Date 11/30/2012.

<sup>3</sup> Section 1.1.1 changed Division to Bureau, per Policy Change Order 12-117, Effective Date 11/30/2012.

## **SOG 402.3**

### **Investigative Task Force**

Effective Date: 11/30/2012

- 1.1.2(d) Rape
- 1.1.2(e) Burglary
- 1.1.2(f) Drug Offenses
- 1.1.2(g) Any offense of a magnitude it constitutes a community threat.
- 1.1.2(h) Any offense where a pattern or common scheme is identified and the requirements of Section 1.1.1 are met.<sup>4</sup>
- 1.1.2(i) Improve juvenile justice or youth programs,
- 1.1.2(j) Enhance child abuse and child sexual abuse investigation processes,
- 1.1.2(k) Improve coordination of gang prevention, suppression, and investigation,
- 1.1.2(l) Reduce victimization of and provide services for missing and exploited children.

## **2 TYPES OF TASK FORCE**

2.1 Two types of Task Force are recognized:

- 2.1.1 Internal Task Force is one, which is composed solely of members of the Springfield Police Department.
- 2.1.2 External Task Force is one which is composed of members of the Springfield Police Department and at least one other law enforcement agency, criminal justice agency, or social service agency. Any participation in an External Task Force involving commitment of full time resources requires a written agreement as provided for in Section 3.
  - 2.1.2(a) Criminal Investigations Division supervisory staff shall convene to review the mission and goals of a proposed External Task Force. They shall determine, based on those needs, the investigative manpower, support manpower, equipment and other resources that the Springfield Police Department can make available to the Task Force.
  - 2.1.2(b) These recommendations, if possible, shall become a part of the written agreement for the Task Force.

## **3 WRITTEN AGREEMENTS- CONTENTS**

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<sup>4</sup> Section 1.1.2(h) revised section cross reference due to outline renumbering, per Policy Change Order 12-117, Effective Date 11/30/2012.

## **SOG 402.3**

### **Investigative Task Force**

Effective Date: 11/30/2012

- 3.1 Written interagency agreements, memoranda of understanding involving legal declarations of authority, responsibilities, and Police Department resources must include the following provisions, at a minimum:
  - 3.1.1 Identification of the purpose of the investigative task force,
  - 3.1.2 Defined authority and responsibility,
  - 3.1.3 Clearly established accountability and controls,
  - 3.1.4 Identification of manpower and other resources available,
  - 3.1.5 Process of evaluation, recommitment, or termination.
- 3.2 All interagency agreements involving full-time manpower or significant resources will be approved by the City Manager and may, in some cases, require City Council action as well.

## **4 ORGANIZATION**

- 4.1 The Commander of the Investigations and Support Services Bureau or their designee will serve as liaison to all external task forces.<sup>5</sup>
- 4.2 An Internal Task Force is supervised by a Sergeant who reports directly to a Commander.
  - 4.2.1 The designated supervisor is responsible for approving all cases assigned to the Task Force. The Sergeant will keep informed on the progress of all cases assigned to the Task Force and shall approve all dispositions. The Sergeant will schedule investigators duty hours to meet the specialized demands of the Task Force.
- 4.3 An Internal Task Force will be composed of Investigators who report directly to the Task Force designated supervisor. These Investigators may be assigned from the rank of Police Officer or Corporal.
  - 4.3.1 Investigators responsibilities include: conducting the follow-up investigation into assigned cases, informing the Task Force designated supervisor of the progress of the case, and preparing reports of the investigation for Departmental review and prosecution.
- 4.4 An External Task Force is composed of any sworn or non-sworn member of the Springfield Police Department who is requested by an external governing Board of Directors or Executive Board to participate in such a group and receives permission to do so from the Chief of Police
  - 4.4.1 Persons assigned to the External Task Force serve at the direction of the Officer in Charge of the group when participating in an approved investigation.

## **5 OPERATIONS**

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<sup>5</sup> Section 4.1 revised name of bureau, per Policy Change Order 12-117, Effective Date 11/30/2012.



### **SOG 402.3**

#### **Investigative Task Force**

Effective Date: 11/30/2012

- 5.1 Both Internal and External Task Forces will have established beginning and review dates.
  - 5.1.1 On the review date it will be determined if an extension to the group will be granted. This must be agreed upon by the Commanding Officers (Internal) or the Board of Directors/Executive Board of the group (External). If the Task Force is extended a second review date must be established.
  - 5.1.2 Commanders and supervisors shall conduct periodic evaluations of task force operations to determine if a task force should be continued. A Task Force will be terminated should the focus or the reason for the group no longer exist or if the investigative goal has been reached. This decision will be made after review of the case by persons involved in the investigation and Command Officers (Internal) or Board of Directors/Executive Board (External).

#### **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 03/29/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.4</b>
<b>Accreditation Index:</b> 41.2.5, 41.2.6, 81.2.4 <sup>1</sup>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Missing Persons

### I Policy

The Springfield Police Department will investigate all missing persons, adult and juvenile, in a prompt and expedient manner. All efforts will be made to utilize the resources and technology available to locate missing persons and at-risk missing persons.<sup>2</sup> (CALEA 41.2.6(a))

### II Definitions

**At-Risk Person** – Any missing person considered to be physically or mentally handicapped or presents a threat to themselves or others. This would include persons who have been diagnosed with mental disorders; are suicidal; or afflicted with Alzheimer's, diabetes, coronary heart disease, or other debilitating disorder. <sup>3</sup>

**Media Alert** – Steps taken by the PAO or designee to contact local media in order to get live media assistance, which will allow the public to assist in locating missing at-risk individual(s).

**Missing Person** – Any person, child or adult, whose whereabouts are unknown and whose absence is unexplained or suspicious.

**Missouri State Highway Patrol (MSHP) Missing Person Alert/Advisory** – A series of alerts or advisories (AMBER Alert, Endangered SILVER Advisory, and Endangered

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<sup>1</sup> CALEA standard 81.2.4 added to Accreditation Index & 5<sup>th</sup> Edition reference removed, per PCO 17-035.

<sup>2</sup> Policy Statement reworded for clarification, per Policy Change Order 17-035.

<sup>3</sup> Definition of *at-risk person* revised, minor wording and punctuation corrections, per PCO 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

Person Advisory) managed and disseminated by the MSHP to the public, law enforcement, and other entities in order to assist in locating a missing person.

**AMBER Alert** – A statewide system to aid in the identification and location of an abducted child who is less than eighteen years of age and reasonably believed to be the victim of the crime of kidnapping. The intent of the Missouri AMBER Alert is to generate a timely alert to a large number of people and to recruit the eyes and ears of these citizens to facilitate the safe return of abducted children.

**Endangered SILVER Advisory** – A voluntary partnership between law enforcement and local broadcasters to rapidly disseminate information about a missing and endangered adult who is 60 years of age or older and believed to be suffering from dementia or other cognitive impairment.

**Endangered Person Advisory** – A statewide voluntary partnership between law enforcement and local broadcasters to rapidly disseminate information about a missing and endangered person who does not fall under the AMBER Alert qualifications.

## **III Procedure**

### **1 MISSING PERSON POLICE RESPONSE**

- 1.1 The Uniform Operations Bureau and/or Telecom Unit are responsible for taking missing person's reports and conducting a preliminary investigation. (CALEA 41.2.6(e))
- 1.2 In cases that are recent or in progress, the responsible squad supervisor will evaluate the facts of the incident to determine the need for further police dispatch of information. If the need exists, the supervisor will ensure that dispatch continues to broadcast information on the case. (CALEA 41.2.6(e) and 81.2.4(a))
- 1.3 A Missing Person Incident Report and Missing Person Authorization Form (SPD Form # 01-SP-0378) shall be completed on all missing persons.
- 1.4 At minimum, the following information will be obtained from the reporting person as quickly as possible: <sup>4</sup> (CALEA 41.2.5(a) and 41.2.6(c))
  - 1.4.1 Physical description of the missing person;
  - 1.4.2 Date, time, and location last seen;
  - 1.4.3 Circumstances surrounding the disappearance, especially any unusual circumstances that might indicate the person was abducted or otherwise in risk of harm;
  - 1.4.4 Names, addresses, and phone numbers of friends, relatives and others who might have knowledge of the whereabouts of the missing person;

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<sup>4</sup> Section 1.4 revised, minor reorganization and rewording, per Policy Change Order 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

- 1.4.5 Any information about where the missing person may have gone or places the missing person frequents;
- 1.4.6 Any at-risk conditions that may apply to the missing person; (CALEA 41.2.5(f))
- 1.4.7 Any history of voluntary disappearances or, in the case of a juvenile, a pattern of leaving home and later returning;
- 1.4.8 Work and home telephone numbers of the reporting person.
- 1.5 The on-scene investigating officer shall determine if there were any signs of involuntary abduction (such as a struggle, disarray, or abandoned purses).
- 1.6 When a person is missing under suspicious circumstances, the responding Patrol Officer shall notify a supervisor immediately. (CALEA 41.2.5(b) and 41.2.6(b & e))<sup>5</sup>
  - 1.6.1 The supervisor will ensure that the Watch Commander is immediately notified.
  - 1.6.2 The Watch Commander shall contact the Crimes Against Persons Section if the missing person call appears suspicious.
- 1.7 In instances when a Patrol Officer responds to the scene and determines through the investigation that the missing person is a child under the age of 12, an elderly person suffering from dementia, an individual with a mental or physical handicap, or any other individual determined to be at risk, the Officer shall notify a supervisor immediately. (CALEA 41.2.5(b & f) and 41.2.6(b))<sup>6</sup>
  - 1.7.1 The Patrol Supervisor shall initiate a search of the immediate area where the person was reported missing from for any signs of the person or unusual events surrounding the report, if practical. The search should include the following procedures:<sup>7</sup> (CALEA 41.2.5(e) and 41.2.6(e))
    - 1.7.1(a) A check of the person's residence;
    - 1.7.1(b) A check of the person's yard and any outbuildings;
    - 1.7.1(c) A check of locations the person frequents;
    - 1.7.1(d) Contact with friends and family members;
    - 1.7.1(e) Deployment of a canine officer for tracking;
    - 1.7.1(f) A check of local hospitals.
    - 1.7.1(f.1) In addition to checking by name, a check for any unidentified persons being treated (i.e. Jane/John Doe patients) should be made due to the possibility of the missing person suffering from Alzheimer's, dementia, or another

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<sup>5</sup> Section 1.6 revised, rewording and additional CALEA standards cited, per Policy Change Order 17-035.

<sup>6</sup> Section 1.7 revised, additional CALEA standards referenced, per Policy Change Order 17-035.

<sup>7</sup> Section 1.7.1 revised, rewording and addition of hospital check during initial search, per PCO 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

medical condition that might cause them to be unable to identify themselves.

- 1.7.2 If the Patrol Supervisor determines that a more extensive search is necessary they will make notification to the Watch Commander. The Watch Commander will evaluate the necessity of an extended search and determine the need for the following: (CALEA 41.2.5(e) and 41.2.6(e))<sup>8</sup>
  - 1.7.2(a) Additional officers to assist in the search;
  - 1.7.2(b) Use of special equipment – thermal imaging equipment, air or marine support, etc.;
  - 1.7.2(c) Assistance of other law enforcement agencies or rescue units;
    - 1.7.2(c.1) If deemed necessary, a request for assistance from the Community Emergency Response Team (CERT) can be made through the Springfield-Greene County Office of Emergency Management (OEM). If the CERT responds to assist in a search for a missing person, the OEM will have oversight of the team. An OEM representative shall coordinate the CERT's search efforts with the Watch Commander or designee.
  - 1.7.2(d) Provisions for medical assistance;
  - 1.7.2(e) Logistical requirements;
  - 1.7.2(f) Establishment of a command post.
- 1.8 Before starting the MSHP Missing Person Alert/Advisory process, the Patrol Supervisor should determine if one of the following criteria is present.
  - 1.8.1 The police must believe the missing person has been abducted and is in danger of serious bodily harm or death, OR
  - 1.8.2 The police have conducted an investigation that has verified abduction or ruled out an alternative explanation, OR
  - 1.8.3 The missing person has a verifiable/documented medical condition that would endanger their life if they were not located within a short period of time.
- 1.9 When the Patrol Supervisor determines criteria have been met for the MSHP Missing Person Alert/Advisory process, the supervisor will determine the appropriate alert/advisory to be initiated. There are three alert/advisories: the

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<sup>8</sup> Section 1.7.2 revised, unnecessary word removed and additional CALEA standard referenced, per PCO 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

AMBER Alert, the Endangered SILVER Advisory, and the Endangered Person Advisory.

#### **1.9.1 AMBER Alert (CALEA 41.2.6(d & e)) <sup>9</sup>**

1.9.1(a) The intent of an AMBER Alert is to generate a timely alert to facilitate the safe return of abducted children. The State of Missouri AMBER Alert Plan is based upon guidelines established by the National Center for Missing and Exploited Children and the Missouri State Highway Patrol. The criteria for initiating an AMBER Alert are as follows:

1.9.1(a.1) There is reasonable belief an abduction has taken place;

1.9.1(a.2) The victim is less than 18 years old;

1.9.1(a.3) There is reasonable belief the victim is in imminent danger of serious bodily injury or death;

1.9.1(a.4) There is descriptive information about the victim and the abductor;

1.9.1(a.5) Parental disputes do not apply unless a possibility of harm to the child has been determined.

1.9.1(b) Once it has been determined that AMBER Alert criteria have been met, the victim's name and other data must immediately be entered into NCIC by Records personnel as required by the National Child Search Assistance Act (42 U.S.C. 5779, 5780).

1.9.1(b.1) To expedite the process, personnel can give one records employee the NCIC information, while a second employee gives the AMBER Alert information to a second records employee. This can be completed at headquarters or in the field by telephone.

1.9.1(b.1.1) The AMBER Alert form can be completed in the field but to expedite the process, it is recommended that the information be given over the

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<sup>9</sup> Section 1.9 revised, CALEA standard references moved to subsection 1.9.1, per Policy Change Order 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

telephone to a records employee who will complete the AMBER Alert Form.

- 1.9.1(c) After the NCIC entry for the victim has been made by Records Personnel, the Missouri AMBER Alert Abduction Form should be completed and sent to the Missouri State Highway Patrol Troop F Headquarters via fax (573-751-6814) or e-mailed to [TroopF.Radio@mshp.dps.mo.gov](mailto:TroopF.Radio@mshp.dps.mo.gov).
- 1.9.1(d) The on-duty Records Supervisor will contact the MSHP Troop F Headquarters at 573-751-1000 to verify the information has been entered in MULES and NCIC and the faxed/e-mailed form and attachments have been received.
- 1.9.1(e) The State AMBER Alert Coordinator or their designee will then make contact with the Department and make a determination if the required AMBER Alert criteria have been met to issue a statewide or state regional alert via the Emergency Alert System (EAS).
- 1.9.1(f) The Patrol Supervisor will also contact the PAO to issue a full media alert.
- 1.9.2 Endangered SILVER Advisory (CALEA 41.2.5(b, c, & f)) <sup>10</sup>
  - 1.9.2(a) The Endangered SILVER Advisory is intended to rapidly disseminate information about a missing and endangered adult 60 years of age or older to law enforcement agencies, broadcasters, and the public. The criteria for initiating an Endangered SILVER Advisory are as follows:
    - 1.9.2(a.1) The person is 60 years of age or older and believed to be suffering from dementia or other cognitive impairment;
    - 1.9.2(a.2) A legal custodian of the missing person has submitted a missing person's report to the local law enforcement agency where the person went missing;
    - 1.9.2 (a.3) There is sufficient information available to disseminate to the public that could assist in locating the missing adult.

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<sup>10</sup> Section 1.9.2 revised, unnecessary text removed from CALEA standard references, per PCO 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

- 1.9.2(b) Once it has been determined that the Endangered SILVER Advisory criteria have been met Records personnel will create a NCIC message using the Endangered Missing (EME) code through MULES.
- 1.9.2(c) Records personnel will fax (573-751-6814) or e-mail ([TroopF.Radio@mshp.dps.mo.gov](mailto:TroopF.Radio@mshp.dps.mo.gov)) the Endangered SILVER Advisory (ESA) form with attachments (such as photographs, area maps, etc.) to the MSHP Troop F Headquarters.
- 1.9.2(d) The on-duty Records Supervisor will contact the MSHP Troop F Headquarters at 573-751-1000 to verify the information has been entered in MULES and NCIC and the faxed/e-mailed form and attachments have been received.
- 1.9.2(e) The Patrol Supervisor will also contact the PAO to issue a full media alert.
- 1.9.3 Endangered Person Advisory (CALEA 41.2.5(b & c)) <sup>11</sup>
  - 1.9.3(a) The Endangered Person Advisory is intended to rapidly disseminate information about a missing and endangered person to law enforcement agencies, broadcasters, and the public. The criteria for initiating an Endangered Person Advisory are as follows:
    - 1.9.3(a.1) Circumstances must not meet the criteria for an AMBER Alert. (If they do meet the criteria for an AMBER Alert, immediately follow the protocol to issue an AMBER Alert.);
    - 1.9.3(a.2) Circumstances must not meet the criteria for an Endangered SILVER Advisory Alert. (If they do meet the criteria for an Endangered SILVER Advisory Alert, immediately follow the protocol to issue an Endangered SILVER Advisory Alert.);
    - 1.9.3(a.3) The person must be missing under unexplained, involuntary, or suspicious circumstances;
    - 1.9.3(a.4) The person must be believed to be in danger because of age, health, mental or physical disability, environment or

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<sup>11</sup> Section 1.9.3 revised, unnecessary text removed from CALEA standard references, per PCO 17-035



## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

- weather conditions, in the company of a potentially dangerous person, or some other factor that may put the person in peril;
    - 1.9.3(a.5) Information is available that could assist the public in the safe recovery of the missing person.
    - 1.9.3(b) Once it has been determined that the Missouri Endangered Person Advisory criteria have been met Records personnel will create an NCIC message using the Endangered Missing (EME) code through MULES.
    - 1.9.3(c) Records personnel will fax (573-751-6814) or e-mail ([TroopF.Radio@mshp.dps.mo.gov](mailto:TroopF.Radio@mshp.dps.mo.gov)) the Endangered Person Advisory (EPA) Form with attachments (such as photographs, area maps, etc.) to the MSHP Troop F Headquarters.
    - 1.9.3(d) The on-duty Records Supervisor will contact the MSHP Troop F Headquarters at 573-751-1000 to verify the information has been entered in MULES and NCIC and the faxed/e-mailed form and attachments have been received.
    - 1.9.3(e) The Patrol supervisor will also contact the PAO to issue a full media alert.
  - 1.10 After telephoning the alert to the Records Section Supervisor, the Patrol Supervisor shall provide additional information and a photograph (if available) of the missing person to a Records Section Supervisor as quickly as they can be obtained. (CALEA 41.2.6(e))
  - 1.11 Expediency is critical once the decision has been made to initiate a media alert and MSHP Missing Person Alert/Advisory. (CALEA 41.2.5(b))
    - 1.11.1 The MSHP Missing Person Alert/Advisory sends the missing person information to other law enforcement agencies, media, contacts (businesses, security departments, city agencies) mobile device subscribers, and numerous other public entities.
  - 1.12 Department Alerts (CALEA 41.2.5(b))
    - 1.12.1 The Watch Commander shall be notified on all Police Department Media Alerts and/or MSHP Missing Person Alert/Advisories. (CALEA 41.2.6(b)) <sup>12</sup>
    - 1.12.2 The on-scene supervisor shall ensure descriptions and case information are broadcast by police radio and by MDT. (CALEA 41.2.6(e))

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<sup>12</sup> Section 1.12.1 revised, CALEA standard reference added, per Policy Change Order 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

- 1.12.3 The Watch Commander shall ensure the Public Affairs Officer or designee is aware of any alerts that have been made. (CALEA 41.2.6(e))
- 1.13 Supervisors shall carefully evaluate the case prior to authorizing a MSHP Missing Person Alert/Advisory and media alert in order to ensure they are not misused. Too frequent use of the system for missing persons who do not qualify for an alert will decrease public awareness when it is most needed. (CALEA 41.2.6(d))
- 1.14 The Records Section shall complete the required MULES/NCIC entry on the missing person using the completed incident report or the MULES Missing Person Data Entry Card (SPD Form # 02-OP-0385). The information shall include: <sup>13</sup> (CALEA 41.2.5(c) and 41.2.6(c))
  - 1.14.1 Complete name of the missing person;
  - 1.14.2 Date of birth;
  - 1.14.3 Social security, operator's license, and other identifying numbers;
  - 1.14.4 Complete physical description including scars, marks, tattoos, braces, etc.;
  - 1.14.5 Description of vehicle, if involved ;
  - 1.14.6 Clothing description, including earrings and other jewelry worn;
  - 1.14.7 Recent photograph, if available.
- 1.15 The Records Section shall revise the status of the missing person in MULES/NCIC when the missing person has been located. (CALEA 41.2.5(c) and 41.2.6(c & e)) <sup>14</sup>

## **2 RECOVERED UNATTENDED CHILD POLICE RESPONSE**

- 2.1 The investigating officer shall seek medical assistance if the child appears to have been harmed or injured.
- 2.2 The officer shall attempt to obtain personal information from the child to aid in locating a parent, or person having legal custody.
- 2.3 If sufficient personal information was gathered the officer shall request a check through MULES/NCIC and the Greene County Juvenile Office for any related missing person/runaway/warrant notifications.
- 2.4 The officer shall attempt to contact the child's guardian. <sup>15</sup>
  - 2.4.1 If successful the guardian will be contacted and an investigation conducted to determine why the child was abandoned.
    - 2.4.1(a) If it is determined no crime was committed, the child may be released into the care and custody of their guardian.

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<sup>13</sup> Section 1.14 revised, form name/number correction, per Policy Change Order 17-035.

<sup>14</sup> Section 1.15 revised, capitalization correction and additional CALEA standard referenced, per PCO 17-035.

<sup>15</sup> Section 2.4 revised, minor wording changes, per Policy Change Order 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

- 2.4.1(b) If it is determined a crime was committed or that the child would be in danger of abuse, neglect, or endangerment; the officer may take protective custody. If the officer takes protective custody of the child, the Missouri Department of Social Services will be notified and asked to respond to take temporary custody of the child. If the child is left with a guardian, the officer will ensure the child's safety.
    - 2.4.2 If attempts to contact the child's guardian are not successful, the Missouri Department of Social Services may be notified and asked to respond to take temporary protective custody of the child.
      - 2.4.2(a) If the child is a confirmed runaway, the officer may contact the Greene County Juvenile Office to request that the child be held in Juvenile Detention until their guardian can be located.
- 3 DEPARTMENT ISSUED MEDIA ALERTS (CALEA 41.2.5(b) and 41.2.6(d))
  - 3.1 The media will be requested to provide the following services when a media alert is needed:
    - 3.1.1 Television will air information about the missing person every 15 to 30 minutes via special live breaks or crawls across the bottom of the screen.
    - 3.1.2 Radio will announce, at a minimum, information about the missing person every 30 minutes or less.
    - 3.1.3 Media web sites will be used, where available, to get information out to the public about missing persons.
  - 3.2 The media alert shall include the following information on the missing at risk person(s):
    - 3.2.1 Complete name;
    - 3.2.2 Age;
    - 3.2.3 Complete physical description including scars, marks, tattoos, braces, etc.;
    - 3.2.4 Description of vehicle, if involved;
    - 3.2.5 Clothing description, including earrings and other jewelry worn;
    - 3.2.6 Recent photograph, if available.
  - 3.3 To initiate the media alert, the PAO or designee will contact the following media outlets using the listed contact number 24 hours a day, 7 days a week:
    - 3.3.1 KOLR10: 862-6397
    - 3.3.2 KY3: 268-3200
    - 3.3.3 KSPR33: 268-3333 or 576-1610

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

- 3.3.4 KTTS: 869-2153
    - 3.3.5 News Leader: 836-1199
  - 3.4 The Public Affairs Officer or designee is responsible for ensuring that the media shows a good faith effort to provide the services they agreed to when the media alert has been activated.
  - 3.5 The Public Affairs Officer is responsible for updating the media when new information is received. (CALEA 41.2.5(b))
  - 3.6 A Records Section Supervisor shall be notified by the Watch Commander or follow-up investigator when the missing person has been found and close the media alert, advising the PAO of the status. (CALEA 41.2.5(b))
- 4 MISSING PERSON INVESTIGATION FOLLOW-UP (CALEA 41.2.6(e & f)) <sup>16</sup>
  - 4.1 Criminal Investigations shall be responsible for any follow-up investigation of missing persons, including runaways. (CALEA 41.2.5(e))
  - 4.2 The case supervisor shall work with the Crimes Against Persons Section Commander when releasing information about the investigation and inform the Public Affairs Officer or designee.
  - 4.3 The case supervisor shall notify a Records Section Supervisor of any changes or revisions to the MSHP Missing Person Alert/Advisory.
  - 4.4 The case supervisor shall ensure contact is made with the reporting person and maintain contact with them on a regular basis throughout the investigation. (CALEA 41.2.5(d))
  - 4.5 Investigators shall use all available sources of information (local, regional, and national) in locating the missing person, based upon relevant, available facts. They shall conduct canvasses and surveillance when necessary and warranted. (CALEA 41.2.5(e))
- 5 REPORTS
  - 5.1 When a missing person report is required, it shall be completed and submitted to MULES immediately. <sup>17</sup>
    - 5.1.1 In accordance with the Preventing Sex Trafficking and Strengthening Families (PSTSF) Act; missing children who are in state custody, foster care, a group home, a medical/rehabilitation facility, or any other state placement must be reported to the National Center for Missing and Exploited Children (NCMEC). The reporting officer will be responsible for reporting the missing juvenile to NCMEC at 1-800-THE-LOST (1-800-843-5678). If given a case number from NCMEC,

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<sup>16</sup> Section 4 revised, minor wording changes and additional CALEA standard referenced, per PCO 17-035.

<sup>17</sup> Section 5.1 revised, subsection added regarding NCMEC notification, per Policy Change Order 17-035.

## **SOG 402.4**

### **Missing Persons**

Effective Date: 09/28/2017

the officer shall document it on the MULES Missing Person Data Entry Card and in their missing person report.

5.1.1(a) Once the child is located and removed from MULES/NCIC, Records Section personnel shall contact NCMEC by calling 1-800-THE-LOST (1-800-843-5678) to report the recovery of the child.

5.2 When an abandoned child has been located, a report shall be completed to include the following information:<sup>18</sup>

- 5.2.1 The location where the child was discovered;
- 5.2.2 A physical description of the child to include a description of his clothing and any injuries and medical treatment received;
- 5.2.3 Results of the MULES/NCIC checks;
- 5.2.4 Information obtained about the child's parent(s) or guardian(s) and efforts made to contact them;
- 5.2.5 Notification of the Missouri Department of Social Services and the Greene County Juvenile Office, if any;
- 5.2.6 Result of the officer's investigation and final placement of the child.

## **IV Attachments**

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<sup>18</sup> Section 5.2 revised, *may* changed to *shall*, per Policy Change Order 17-035.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/30/2016	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.5</b>
<b>Accreditation Index:</b> 41.2.7 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Persons with Mental Illness

### I Policy

The Springfield Police Department acknowledges that the recognition of persons with mental infirmities, as well as interacting with them, may require special training and techniques. Agency personnel will be trained in the recognition of persons who are mentally ill, techniques to be used in interviews and interrogations, as well as available community resources.

### II Definitions

**CIT Officer-** A police officer trained and certified as a Crisis Intervention Team (CIT) officer.

**Crisis Incident** - Any call where an individual would benefit from the specialized training and knowledge of the CIT officer. Crisis incidents include calls involving persons known to have mental illness who are experiencing a crisis, persons displaying behavior indicative of mental illness, attempted or threatened suicides, gravely disabled individuals, or individuals who may be experiencing emotional trauma.

**Crisis Intervention Team (CIT)-** A partnership between the police, mental health agencies, advocates, colleges/universities, and the community that seeks to achieve the common goals of safety, understanding, and service to persons in crisis, the mentally ill, and their families.

**Mental Disorder-** Any organic, mental, or emotional impairment which has substantial adverse effects on a person's cognitive, volitional, or emotional function and constitutes a substantial impairment in a person's ability to participate in activities of normal living.

## **SOG 402.5**

### **Persons with Mental Illness**

Effective Date: 09/30/2016

**Mental Illness-** A state of impairment which results in a distortion of a person's capacity to recognize reality due to hallucinations, delusions, faulty perceptions, or alterations of mood and interferes with an individual's ability to reason, understand, or exercise conscious control over their actions.

## **III Procedure**

- 1 GUIDELINES FOR THE RECOGNITION OF PERSONS SUFFERING FROM MENTAL ILLNESS (CALEA 41.2.7(a))
  - 1.1 When agency personnel are called to manage or come in contact with mentally ill persons, the behaviors most frequently encountered include:
    - 1.1.1 Bizarre, unusual, or strange behavior (defined as behavior inappropriate to the setting)
    - 1.1.2 Confused thoughts or actions
    - 1.1.3 Aggressive actions
    - 1.1.4 Destructive, assaultive, or violent behavior
    - 1.1.5 Attempted suicide
- 2 AVAILABLE COMMUNITY HEALTH RESOURCES INCLUDE: (CALEA 41.2.7(b))
  - 2.1 Agency personnel should refer to the Missouri Department of Mental Health Civil Detention Information pamphlet located on the PoliceShare intranet site. Contact information includes:
    - 2.1.1 Burrell Access Crisis Intervention (ACI) System: 1-417-761-5555
    - 2.1.2 Marian Center Crisis Intervention: 1-417-820-7447
    - 2.1.3 National Alliance on Mental Illness: 1-877-535-4357
- 3 GUIDELINES FOR DEALING WITH PERSONS SUSPECTED OF BEING MENTALLY ILL (CALEA 41.2.7(c))
  - 3.1 Making Decisions
    - 3.1.1 If a person appears to need hospitalization, determine if the subject will go voluntarily.
    - 3.1.2 If the person refuses voluntary commitment, assess the situation based on the following criteria:
      - 3.1.2(a) Person exhibits symptoms of mental disorder, mental illness, or appears to be under the influence of alcohol or drugs.
      - 3.1.2(b) The person's behavior also must indicate a likelihood of serious physical harm evidenced by recent threats

## **SOG 402.5**

### **Persons with Mental Illness**

Effective Date: 09/30/2016

(including verbal) or attempts to harm themselves (RSMo 632.005).

#### **3.2 Crisis Intervention Team (CIT) Response**

##### **3.2.1 Non CIT and CIT Officer Responsibility <sup>1</sup>**

3.2.1(a) Officers who have responded to a call and believe they are dealing with a mentally ill subject experiencing a crisis may request a CIT Officer through dispatch.

3.2.1(a.1) If an officer has Virtual Mobile Crisis Intervention (VMCI) capabilities, they should be dispatched to the scene.

3.2.1(b) The responding CIT Officer will assess the subject's condition and may utilize VMCI or contact the Community Mental Health Liaison to access immediate mental health assistance/consultation.

3.2.1(c) CIT Officers shall volunteer for calls that may involve a mentally ill person in a crisis.

##### **3.2.2 Patrol Supervisor Responsibility**

3.2.2(a) Supervisors shall monitor the dispatching of CIT Officers to the appropriate calls and ensure mental health professionals are contacted when appropriate for consultation and follow up.

3.2.2(b) Supervisors shall ensure the CIT Incident Form has been completed in the reports section of the IRIS/NICHE report. <sup>2</sup>

3.2.3 The response of a CIT Officer should not necessarily preclude an arrest or involuntary commitment, but is intended to try to resolve a crisis situation by using mental health services to avoid an arrest or commitment, if possible.

##### **3.2.4 Reporting and Documenting CIT calls.**

3.2.4(a) CIT Officers who respond and coordinate services for a subject should complete a general report in RMS that includes completion of the CIT Incident Form found in the reports section of the IRIS/NICHE report. When completing the general report, the officer should check the "Crisis Intervention Team" block in the classification section of the Incident Tab. <sup>3</sup>

#### **3.3 Obtaining Affidavits**

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<sup>1</sup> Section 3.2.1 revised, Virtual Mobile Crisis Intervention procedures added, per Policy Change Order 16-023.

<sup>2</sup> Section 3.2.2(b) revised, CIT form change, per Policy Change Order 16-023.

<sup>3</sup> Section 3.2.4(a) revised, CIT form change and subsequent sections deleted, per Policy Change Order 16-023.



## **SOG 402.5**

### **Persons with Mental Illness**

Effective Date: 09/30/2016

- 3.3.1 Applications for involuntary commitment may be made to probate court or directly to a mental health facility.
  - 3.3.2 State or private facilities may accept application for 96-hour commitment by law enforcement.
  - 3.3.3 Officers should not make arrangements for admission prior to transporting subjects to the facility (ref. COBRA regulations).
  - 3.3.4 Supporting affidavits from the officers and/or family may be required to accompany the application.
- 3.4 Referral Categories
  - 3.4.1 Voluntary mental health or alcohol and drug abuse facilities
  - 3.4.2 Detention facility
  - 3.4.3 Mental Health Coordinator (not currently available)
  - 3.4.4 Other agencies (e.g. those listed in the pamphlet)
- 3.5 Dispositions Available to Officers
  - 3.5.1 Counsel, release, and refer the individual to a mental health center
  - 3.5.2 Counsel, release to family, friends, or some other support network and refer to a mental health professional
  - 3.5.3 Consult with a mental health professional
  - 3.5.4 Obtain the person's agreement to seek voluntary examination
  - 3.5.5 Detain for involuntary examination
  - 3.5.6 Arrest if probable cause exists that a crime has been committed
- 3.6 Interacting with Mentally Ill Persons
  - 3.6.1 Introduce yourself and explain the reason for your presence.
  - 3.6.2 Be aware the police uniform, gun, handcuffs, and baton may frighten the person.
  - 3.6.3 Be aware of the potential for violence.
  - 3.6.4 If the person is acting aggressively, but not directly threatening any other person or himself, the person should be given time to calm down.
  - 3.6.5 Avoid excitement, confusion, or upsetting circumstances.
  - 3.6.6 Do not abuse, belittle, or threaten.
  - 3.6.7 Do not use inflammatory words such as "psycho" or "nut house".
  - 3.6.8 Do not lie or deceive the person.
  - 3.6.9 Do not cross-examine the person with a flurry of close-ended (i.e. "yes" and "no") questions.
  - 3.6.10 Do not dispute, debate or invalidate the person's claims.
  - 3.6.11 Do not agree or disagree with the person's statements.
  - 3.6.12 Do not rush the person or crowd their personal space.

## **SOG 402.5**

### **Persons with Mental Illness**

Effective Date: 09/30/2016

- 3.6.13 Avoid being a "tough guy".
- 3.6.14 Do not let the person upset or trick you into an argument.

## **4 TRAINING**

### **4.1 Sworn Personnel**

- 4.1.1 Officers will receive documented entry-level training in the Academy on dealing with persons with mental illness. (CALEA 41.2.7(d))
- 4.1.2 Officers will receive documented refresher training a minimum of once every three years on dealing with persons with mental illness. (CALEA 41.2.7(e))

### **4.2 Non-Sworn Personnel**

- 4.2.1 Non-sworn personnel likely to have contact with the public and a person with mental infirmities will receive documented training on dealing with persons with mental illness, during their new employee orientation. (CALEA 41.2.7(d))
  - 4.2.1(a) Non-sworn personnel positions that will receive this training include:
    - 4.2.1(a.1) Police Services Representatives;
    - 4.2.1(a.2) Investigative Services Specialists;
    - 4.2.1(a.3) Traffic Services Officers;
    - 4.2.1(a.4) Administrative Assistant for Inspections and Internal Affairs Unit;
    - 4.2.1(a.5) Administrative Assistants for Criminal Investigations Division.
- 4.2.2 The non-sworn personnel listed above will receive documented refresher training a minimum of once every three years on dealing with persons with mental illness. (CALEA 41.2.7(e))

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/30/2016	<b>Supersedes Policy Dated:</b> 03/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.6</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Career Criminals

### I Policy

It is the policy of the Springfield Police Department to identify cases involving career criminals and to place increased emphasis on the investigation and prosecution of such cases. <sup>1</sup>

### II Definitions <sup>2</sup>

**Career Criminal** – Any person recognized by Missouri Revised Statutes (RSMo) as a prior offender, persistent offender, dangerous offender, or persistent sexual offender.

**Dangerous Offender** – One who is being sentenced for a felony during the commission of which he knowingly murdered or endangered or threatened the life of another person or knowingly inflicted or attempted or threatened to inflict serious physical injury on another person; and has been found guilty of a class A or B felony or a dangerous felony. (RSMo 558.016)

**Persistent Offender** – One who has been found guilty of two or more felonies committed at different times. (RSMo 558.016)

**Persistent Sexual Offender** – One who has previously been found guilty of committing or attempting to commit any of the following offenses: (1) Statutory rape in the first degree or statutory sodomy in the first degree; (2) Rape in the first degree or sodomy in

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<sup>1</sup> Policy Statement revised, per Policy Change Order 16-013.

<sup>2</sup> Definitions updated, per Policy Change Order 16-013.

## **SOG 402.6**

### **Career Criminals**

Effective Date: 09/30/2016

the first degree; (3) Forcible rape; (4) Forcible sodomy; (5) Rape; or (6) Sodomy. (RSMo 566.125)

**Prior Offender** – One who has been found guilty of one felony. (RSMo 558.016).

## **III Procedure**

### **1 IDENTIFICATION<sup>3</sup>**

- 1.1 All felony cases assigned to the Criminal Investigations Division for follow-up investigation require the investigator to conduct a criminal history check on all identified suspects. This check is made through the National Criminal Information Center (NCIC). The report that is generated will list all felony convictions on the suspect.
- 1.2 The assigned investigator shall review the criminal history report to determine if the suspect is a career criminal as defined in this SOG.

### **2 INVESTIGATION**

- 2.1 Once a suspect has been identified as a career criminal, the investigator will ensure a thorough and expedient investigation is completed.<sup>4</sup>
- 2.2 If additional resources are needed to complete the investigation, the investigator will contact his supervisor to obtain them.

### **3 PROSECUTION<sup>5</sup>**

- 3.1 Whenever probable cause exists, the investigator will forward a completed case report to the appropriate prosecutor's office for review.
  - 3.1.1 The investigator shall indicate the suspect is a career criminal by appropriately marking box #2 on the Criminal Case Report form (SPD Form # 00-IN-0319-NICHE).
  - 3.1.2 A copy of the suspect's criminal history shall be attached.
- 3.2 Requests from the prosecutor's office for further follow-up investigation will become a priority and every reasonable effort will be made to obtain additional information and return the case to the prosecutor's office.

## **IV Attachments**

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3 Section 1 revised, syntax changes, per Policy Change Order 16-013.

4 Section 2.1 revised, syntax change, per Policy Change Order 16-013.

5 Section 3 reorganized, per Policy Change Order 16-013.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.7</b>
<b>Accreditation Index:</b> 17.4.2 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Investigative Funds

### I Policy

The Springfield Missouri Police Department hereby establishes specific guidelines and procedures for use of Investigative Funds for those assigned to the Criminal Investigations Persons and Property Sections.

### II Definitions

### III Procedure

#### 1 RESPONSIBILITY

- 1.1 Ultimate responsibility for proper accounting of the funds rests with the Investigations and Support Services Bureau Commander.
- 1.2 Responsibility for the direct accounting and maintenance of the funds rests with the Persons Section Commander and Property Section Commander.
- 1.3 These Commanders will ensure that sufficient funds are disbursed to provide for their timely access.

#### 2 PROPER USAGE

- 2.1 An investigator may request funds in advance or may request reimbursement for investigative expenses already incurred.
- 2.2 The amount will be based on operational need as determined by the Persons Section Commander and Property Section Commander.
- 2.3 Funds shall be disbursed to the account holders by checks requiring two signatures.

## **SOG 402.7**

### **Investigative Funds**

Effective Date: 10/06/2015

- 2.3.1 Checks will not be issued until both signatures have been obtained.
  - 2.3.2 Those authorized to sign checks within the Criminal Investigations Persons and Property Sections are the CID Commander, Section Commanders, and All Sergeants within those sections.
- 2.4 Cash transfers from one account holder to another are to be avoided except under unusual circumstances.
  - 2.4.1 Such transfers must have prior approval of either the Persons Section Commander or the Property Section Commander.
- 2.5 The recipient shall sign a receipt detailing the investigator's name, the date, the check number, and the amount of the advance.
  - 2.5.1 The recipient shall retain the original receipt for their records.
  - 2.5.2 The issuing authority shall maintain the copy.
- 2.6 Investigative funds must be stored in a locked bank bag, which is kept in a locked closet, cabinet, safe, or other locking storage area, except when the funds are removed for actual use, or when otherwise necessary due to the nature of the investigation.
- 2.7 Once issued the funds, the investigator is responsible for the security of those funds.

## **3 INVESTIGATIVE EXPENSES <sup>1</sup>**

- 3.1 Investigative expenses may include the following:
  - 3.1.1 Expenditures for food or lodging in conjunction with investigations, if approved by the Persons Section Commander or the Property Section Commander;
  - 3.1.2 The purchase of supplies, services, minor equipment, or other items needed for the investigation that cannot or should not be acquired through the normal purchasing procedures;

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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<sup>1</sup> Section 3 was reorganized and subsections were renumbered accordingly, per Policy Change Order 15-064.

## **SOG 402.7**

### **Investigative Funds**

Effective Date: 10/06/2015

- 3.2 The investigator making the expenditure shall submit receipts to their Commander for expenses.
- 3.3 The Persons Section Commander and the Property Section Commander shall have final authority in determining the legitimacy of expenditures from the Investigative Fund.
- 3.4 Investigators may be required to reimburse the Investigative Fund or be subject to discipline for expenses that are not approved.

## **4 REPORTING**

- 4.1 The Persons Section Commander and the Property Section Commander are required to complete an Investigative Expense Record (SPD Form # 01-IN-0367).<sup>3</sup>
  - 4.1.1 Investigative Expense Records for the Criminal Investigations Persons and Property Sections will be completed on a monthly basis and are due no later than the 15<sup>th</sup> day of each month.
- 4.2 The report shall contain sufficient information to document the event; item [REDACTED] number, date, amount paid, detail of the item purchased, the investigator who incurred the expense, and the suspect's name when applicable.
- 4.3 The Criminal Investigations Persons Section Commander and Property Section Commander will ensure a correct balance of funds for each officer receiving funds and conduct a thorough investigation should a discrepancy occur.

## **IV Attachments**

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3 Section 4.1 revised, punctuation change, per Policy Change Order 15-064.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/22/2016	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.8</b>
<b>Accreditation Index:</b> 42.1.3, 83.2.1			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Follow-Up Criminal Investigations <sup>1</sup>

### I Policy

It is the policy of the Springfield Police Department to conduct thorough, objective, and impartial criminal investigations. Investigators shall remain objective and shall report all findings, including material exculpatory evidence. Use of eyewitness testimony shall be conducted very carefully and should include other corroborating evidence.

### II Definitions

**Cold Case** – A Cold Case is defined as any violent class A felony crime, as set forth in the State of Missouri Revised Statutes, which has remained unsolved for a period of more than three years.

### III Procedure

#### 1 INVESTIGATIVE ACCOUNTABILITY

- 1.1 All preliminary investigations will be conducted by the Uniform Operations Bureau (UOB) unless they are referred to or initiated by Criminal Investigations Division (CID).
- 1.2 The UOB will be responsible for the follow-up investigations of incidents involving fourth degree assaults and fourth degree domestic assaults, as well as third degree assaults and third degree domestic assaults that involve a known suspect and are a class E Felony. UOB will also be responsible for follow-up investigations of traffic-related offenses. <sup>2</sup>

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<sup>1</sup> *5<sup>th</sup> Edition* removed from all CALEA standard references throughout the entire policy, per PCO 16-029.

<sup>2</sup> Section 1.2 revised regarding UOB follow-up investigation responsibilities, per Policy Change Order 16-029.



## **SOG 402.8**

### **Follow-Up Criminal Investigations**

Effective Date: 12/22/2016

- 1.3 CSS/PAR officers may conduct the follow-up investigation into offenses within their geographical assignment areas with the approval of the Criminal Investigations Division Commander and their immediate supervisor. All cases are assigned through the Records Management System (RMS) case management system.
- 1.4 The Criminal Investigations Division shall be responsible for the investigation of class A, B, C, and D felony crimes and for selected class E felonies, misdemeanors, and infractions.<sup>3</sup>
  - 1.4.1 The Special Investigations Narcotics Unit shall receive all narcotics offense and incident reports and shall conduct investigations on narcotics offenses.
  - 1.4.2 Felony crimes with juvenile victims shall be investigated by the Criminal Investigations Division.
  - 1.4.3 Crimes with juvenile suspects may be referred to the Greene County Juvenile Office for follow-up.
  - 1.4.4 The Criminal Investigations Division shall conduct the preliminary investigation as well as the follow-up investigation of all officer-involved shootings and use of lethal force.<sup>4</sup>

## **2 CRIMINAL INVESTIGATIONS**

- 2.1 Criminal investigations will be conducted using all resources available. These resources include, but are not limited to: interview and interrogation, witnesses, victims, other law enforcement agencies, utilities, banking facilities and informants.



- 2.3 Use of surveillance and surveillance equipment is authorized.
  - 2.3.1 All personnel conducting such surveillance shall record the date, time and location of the surveillance.
  - 2.3.2 Wire tapping shall not be utilized unless authorized by a State or Federal Court Order.

## **3 PRELIMINARY INVESTIGATION REVIEW**

- 3.1 Upon receipt of the offense report the Investigative Supervisor shall review it to determine if follow-up is required.
  - 3.1.1 Things to be considered are:
    - 3.1.1(a) Is suspect named or in custody?
    - 3.1.1(b) Is sufficient evidence available to conduct a follow-up?

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3 Section 1.4 revised regarding CID follow-up investigation responsibilities, per Policy Change Order 16-029.

4 Section 1.4.4 revised, lethal force use added, per Policy Change Order 16-029.

**SOG 402.8**

## Follow-Up Criminal Investigations

Effective Date: 12/22/2016

- 3.1.1(c) What physical evidence exists?
- 3.1.1(d) Was a thorough preliminary investigation performed?
- 3.1.1(e) Has a wanted item been issued for the suspect?
- 3.1.1(f) Has stolen property been entered in the computer?
- 3.1.1(g) Can witnesses be located?
- 3.1.1(h) Does the suspect match the physical description of suspects in other cases?
- 3.1.1(i) Is a pattern or method of operation evident?
- 3.1.1(j) Overall case priority.
- 3.1.1(k) Resource availability.
- 3.2 If a suspect is in custody the Investigative Supervisor should immediately determine what the suspect was arrested for and when the twenty-four hour probable cause holding time expires.
- 3.3 CID supervisors will work with the prosecutor's office to ensure suspects who are in custody are charged or released from custody as soon as reasonable.

**4 FOLLOW-UP INVESTIGATIVE TECHNIQUES**

- 4.1 The victim of the crime should be contacted and advised that a follow-up is being conducted and, if appropriate, their rights under the Missouri Crime Victim's Bill of Rights. Additional information should be obtained if necessary to the investigation.
- 4.2 Witnesses should be interviewed if further clarification is needed on the case.
- 4.3 The suspect should be located and interviewed.
- 4.4 The collection and preservation of physical evidence will be the responsibility of the appropriate division personnel investigating the offense and may be collected by beat officers, Major Crimes Investigators (MCI), CID Investigators, and Technical Assistance personnel. (CALEA 83.2.1)
  - 4.4.1 When collecting physical evidence, all personnel will follow crime scene processing and investigation procedures established in the Missouri State Highway Patrol Forensic Evidence Handbook.
  - 4.4.2 All physical evidence obtained at the scene should be reviewed. If tests are needed to link the suspect to the crime, or to determine if the evidence is contraband, the evidence should be sent to the appropriate Crime Lab for analysis.
- 4.5 A canvass of the area around the crime scene should be conducted in order to obtain information from other witnesses.
- 4.6 A review of the suspect's criminal history should be conducted.
  - 4.6.1 Intelligence and Departmental records should also be reviewed.
- 4.7 Investigating officers should seek additional information from uniformed officers, informants, etc.

## **SOG 402.8**

### **Follow-Up Criminal Investigations**

Effective Date: 12/22/2016

- 4.8 Requests through the media for citizen assistance in identifying or locating suspects may be in order.
  - 4.8.1 The use of Crime Stoppers should also be considered.
- 4.9 A wanted item request should be completed on the suspect if they are not in custody and sufficient identifiers are available. The request should be forwarded to Crime Analysis for inclusion on the Daily Bulletin.
- 4.10 The use of a photo lineup may be necessary to form a positive identification of the suspect. (refer to SOG 402.9, Suspect Identification)
- 4.11 Surveillance may be required to locate and apprehend the suspect.
- 4.12 Investigators may make a composite of the suspect when witnesses exist.
- 4.13 Investigators should attempt to determine a suspect's involvement in other crimes.
- 4.14 Technical aids for the detection of deception, such as polygraph, may be utilized. Polygraph examination may be used specifically to determine deception, for elimination of suspects. Polygraph will be used to assist investigators in investigative directions.
  - 4.14.1 Prior to conducting any polygraph examinations, except as may be necessary to achieve polygraph certification, an officer must attend, graduate, and be certified by a school of polygraphy recognized by the American Association of Police Polygraphists.
- 4.15 Investigators shall disclose all relevant information on a case regardless of its aggravating or mitigating qualities. Exculpatory evidence in favor of the defendant that is of a material nature must be reported in the Criminal Case Report. (*Brady v. State of Maryland, McMillan v. Johnson*)
  - 4.15.1 Investigators, if they choose to maintain a separate file, are responsible for ensuring that all material inculpatory and exculpatory information is included in the case report for the prosecutor.
  - 4.15.2 Information that may discredit or impeach a witness must be disclosed.
  - 4.15.3 Should information later come to the attention of the investigator, they should record it on a supplementary report, and transmit it to the prosecutor. The date and time of the transmittal should be recorded and retained by the officer.
- 4.16 Handwritten Field Notes
  - 4.16.1 Counsel for the defense may request any field notes taken by the investigator. If these are retained, they must be produced.
  - 4.16.2 If handwritten field notes are destroyed, the investigator must be prepared to demonstrate that their routine is to do so.

## **5 FOLLOW-UP INVESTIGATION CHECKLIST**

**SOG 402.8****Follow-Up Criminal Investigations**

Effective Date: 12/22/2016

- 5.1 The CIS Universal Investigation Checklist, SPD Form # 94-IN-0006 is provided as an investigative aid, and may be used for any case when follow-up is conducted, at the discretion of the investigator or their supervisor.
- 5.2 The CIS Universal Investigation Checklist is printed on the inside of the Investigative Case Folder. This form is also available electronically on the network.
  - 5.2.1 The checklist, if utilized, becomes a part of the permanent file and will be logged with the case report or final investigative report.
- 5.3 All felony Criminal Case Reports shall include a Criminal Case Report Index with the appropriate documentation checked off as completed and included in the case report.
- 5.4 All sexual assault follow-up cases, when applicable, shall include a completed Sexual Assault Questionnaire, SPD Form # 94-IN-0019 as prepared by the patrol investigator responsible for the preliminary investigation.
- 5.5 Officers conducting preliminary investigations into fatalities of children under age 17 shall include completion of a Death Scene Investigative Checklist for Child Fatalities, Missouri Department of Social Services form # MO 886-3228. A copy of this report shall be included in the case file.
- 5.6 Investigators assigned to investigate a homicide or group of homicides may utilize a comprehensive professional homicide investigative checklist as a reference.

**6 BACKGROUND INVESTIGATIONS**

- 6.1 Background investigations for information development should be conducted in conjunction with all criminal investigations.
- 6.2 All background investigations and interviews shall be conducted with discretion and will remain confidential available only to law enforcement agencies.
- 6.3 Background information obtained shall be used only for the purposes of valid criminal investigations and that which is of no investigative value will be purged.
- 6.4 The sources of information used may include the Missouri State Highway Patrol, the Federal Bureau of Investigation, municipal records, and utility companies.

**7 CRIMINAL CASE PREPARATION**

- 7.1 A Criminal Case Report, SPD Form # 00-IN-0319-NICHE should be completed on all suspects involved.
  - 7.1.1 The case should be added to the investigator's Investigative Case Log, SPD Form # 07-IN-0557 or a computerized database containing the same information. This log shall contain dates of assignment and presentation to the prosecutor's office.

**SOG 402.8****Follow-Up Criminal Investigations**

Effective Date: 12/22/2016

- 7.1.2 Where the investigation reveals there is sufficient prosecutorial merit, investigators will submit a comprehensive case report to the appropriate prosecutor's office.
- 7.1.3 If the investigation does not link a suspect to the offense or probable cause does not exist then a follow-up report documenting those findings are necessary and should be forwarded to the Central Record System of the Department.
- 7.2 The victim of the crime should be contacted a second time informing them of the results of the investigation. This contact should also be consistent with the Missouri Crime Victim's Bill of Rights.
- 7.3 All lab reports associated with the case should be reviewed and included in reports sent to the Prosecuting Attorney's Office.

**8 CASE MANAGEMENT SYSTEM**

- 8.1 All follow-up investigations will be entered into the Case Management System maintained in the RMS. (CALEA 42.1.3(a))
- 8.2 Information recorded in this system for each case includes:
  - 8.2.1 Investigator assigned;
  - 8.2.2 Date assigned;
  - 8.2.3 Case number;
  - 8.2.4 Report due date;
  - 8.2.5 Victim's name and address;
  - 8.2.6 Type of offense;
  - 8.2.7 Final report;
  - 8.2.8 Supervisory approval of all reports;
  - 8.2.9 Disposition of case: (CALEA 42.1.3(b))
    - 8.2.9(a) Suspended;
    - 8.2.9(b) Open;
    - 8.2.9(c) Unfounded;
    - 8.2.9(d) Cleared by exception or arrest.
  - 8.2.10 Number of suspects arrested;
  - 8.2.11 Number of suspects charged;
  - 8.2.12 Number of suspects rejected;
  - 8.2.13 Monthly caseload by each investigator;
  - 8.2.14 Total new cases each investigator receives each month.
- 8.3 The Criminal Investigations Division shall have functional control and authority over all continuing investigations.
- 8.4 Criminal Investigations Division Supervisors shall review and screen cases for

**SOG 402.8****Follow-Up Criminal Investigations**

Effective Date: 12/22/2016

solvability prior to assignment and shall ensure completion, suspension, or authorized extension within 38 calendar days.

8.4.1 Assignment and suspension may be based on, but is not limited to, the following criteria:

8.4.1(a) Lack of further leads or solvability factors;

8.4.1(b) Unavailability of investigative resources;

8.4.1(c) Prioritization of cases requires investigative effort be applied to more serious offenses.

8.5 Homicide cases and suspected homicide cases shall remain open until cleared or unfounded.

8.6 Case File Management

8.6.1 Each case file shall be assigned a number identical to the original complaint number assigned to the incident by Communications.

8.6.2 Each completed case file shall include as a minimum: (CALEA 42.1.3(c))

8.6.2(a) Copy of original Offense/Incident Report;

8.6.2(b) Criminal History(ies);

8.6.2(c) Criminal Case Report(s) for each suspect to be charged;

8.6.2(d) Exhibit page;

8.6.2(e) Witness page;

8.6.2(f) Synopsis of the Case.

8.7 Investigative case files shall be available for review for administrative and investigative reasons, with the approval of the investigative supervisor. (CALEA 42.1.3(d))

8.8 Case files placed in the custody of the investigator shall remain secured away from public access. (CALEA 42.1.3(d))

8.9 Follow-up Investigative files (CID): Disposition and Purging (CALEA 42.1.3(e))

8.9.1 Upon completion of the follow-up investigation all original reports are immediately forwarded to Records or the appropriate prosecutor as required.

8.9.2 Copies of follow-up cases are kept in CID for periodic investigator review until a case is adjudicated or a prosecutor declines to file charges, at which time they are purged and destroyed.

8.9.3 Notice of Decline to Prosecute forms are used to make data entry for CID records and the original white copy is sent to the Records section as part of the permanent file.

8.9.4 Unassigned reports are maintained in the RMS system in the event additional information might cause assignment. These reports are

**SOG 402.8****Follow-Up Criminal Investigations****Effective Date: 12/22/2016**

frequently used in communicating with victims.

**9 COLD CASE REVIEW/ASSIGNMENT**

- 9.1 The applicable Criminal Investigations Persons Section Supervisor will review all cold cases and make determinations for assignment based upon the following criteria:
  - 9.1.1 Totality of available information in reference to the crime;
  - 9.1.2 Identified or developed suspect(s);
  - 9.1.3 Known motive;
  - 9.1.4 Witness Information;
  - 9.1.5 Physical and/or circumstantial evidence which might link a potential suspect to a specific crime scene;
  - 9.1.6 New forensic technologies available;
  - 9.1.7 Impact of passage of time;
  - 9.1.8 Victim availability.
- 9.2 All investigative activities will be documented in the Records Management System and included in the criminal case file.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guidelines

<b>Effective Date:</b> 09/30/2010	<b>Supersedes Policy Dated:</b> 10/05/2009	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.9</b>
<b>Accreditation Index:</b> 42.2.11, 42.2.12 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Suspect Identification

### I Policy

The use of eyewitness identification is an important element of the criminal investigation process. Officers shall follow the procedures set forth in order to maximize the reliability of identifications, minimize unjust accusations of innocent persons, and to establish evidence that is reliable and conforms to established legal procedure.

### II Definitions<sup>1</sup>

**Independent Administrator** – An officer administering a photo lineup that did not compose the lineup and is not assigned the case.

**Photo Lineup** – A pre-determined number of photographs, either film or digitally produced, that will include a photograph of the suspect that is presented to a victim, witness or co-suspect in a criminal investigation.<sup>2</sup>

**Show-up Identification** – A field identification procedure involving the presentation of a single suspect to an eyewitness within a short time frame following the commission of a crime.

### III Procedure

#### 1 Show-up Identifications

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1 Put Definitions in Alphabetical Order, per Policy Change Order 10-072, Effective Date 09/30/2010.

2 Photo Lineup Definition revised per Policy Change Order 10-072, Effective Date 09/30/2010.



## **SOG 402.9**

### **Suspect Identification**

Effective Date: 09/30/2010

- 1.1 During the investigation of a crime, it may be necessary to present a suspect to an eyewitness for identification purposes.
  - 1.1.1 In conducting Show-up Identifications, the following guidelines shall be followed:
    - 1.1.1(a) Show-up Identifications shall not be used if there is probable cause to arrest the suspect;.
    - 1.1.1(b) A complete description of the suspect shall be obtained from the eyewitness prior to conducting a Show-up Identification.
    - 1.1.1(c) A Show-up Identification should only be conducted when the suspect located matches the general description of the suspect sought and is located in close proximity to the location of the crime.
    - 1.1.1(d) The Show-up Identification will take place in the field and within a reasonable period of time.
      - 1.1.1(d.1) A suspect shall not be presented for a Show-up Identification after two (2) hours have elapsed.
    - 1.1.1(e) The eyewitness should be transported to the location of the suspect by a police officer in a police vehicle rather than bringing the suspect to the eyewitness.
    - 1.1.1(f) If multiple eyewitnesses are involved:
      - 1.1.1(f.1) The eyewitnesses should be separated and instructed to avoid discussing the details of the incident before or after the Show-up Identification.
      - 1.1.1(f.2) The transportation and identification should occur one at a time;
      - 1.1.1(f.3) The same suspect should not be presented to the same eyewitness more than once;
      - 1.1.1(f.4) If one witness makes an identification during a show-up, the identification should provide probable cause for an arrest, and no other show-up shall be conducted with multiple witnesses.
    - 1.1.1(g) Words or conduct of any type by officers that may suggest to the eyewitness that the individual is or may be the suspect shall be avoided.
    - 1.1.1(h) If multiple suspects are involved:

## **SOG 402.9**

### **Suspect Identification**

Effective Date: 09/30/2010

- 1.1.1(h.1) The witness should view the suspects in separate show-ups, each conducted in accordance with these procedures:
        - 1.1.1(h.1.1) Two or more suspects shall not be shown to the witness at the same time.
        - 1.1.1(h.1.2) The Show-up Identification should be conducted when the detainee is not handcuffed, if practical.
    - 1.1.1(i) The detainee shall not be required to do the following:
      - 1.1.1(i.1) Put on additional clothing reportedly worn by the suspect;
      - 1.1.1(i.2) To speak words uttered by the suspect;
      - 1.1.1(i.3) Perform other actions of the suspect.
  - 1.2 Show-up Identification Instructions
    - 1.2.1 Prior to the eyewitness being transported to the location of the suspect the officer shall read the Show-up Identification Instructions, SPD Form # 09-OP-0588 to the eyewitness.
    - 1.2.2 The officer responsible for conducting the Show-up Identification will document in a supplemental report if any identification was made or not and any comments made by the witness if identification is made (example: "I believe that is the person" or "That's him").
- 2 Photo Lineups
  - 2.1 Photo lineups occur when an officer arranges for a victim and/or witness to view a collection of photographs.<sup>3</sup>
    - 2.1.1 Photo Lineup Composition Instructions:
      - 2.1.1(a) The case investigator shall be responsible for obtaining and compiling the photographs to be used in the photo lineup.
        - 2.1.1(a.1) A copy of the finalized photo lineup will be placed in the case file.
      - 2.1.1(b) The photo lineup shall consist of six (6) photographs of different individuals presented on the photo lineup sheet.<sup>4</sup>

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<sup>3</sup> Section 2.1 revised per Policy Change Order 10-072, Effective Date 09/30/2010.

<sup>4</sup> Section 2.1.1(b) revised per Policy Change Order 10-072, Effective Date 09/30/2010.

## **SOG 402.9**

### **Suspect Identification**

Effective Date: 09/30/2010

- 2.1.1(b.1) Photographs shall be selected, arranged, and displayed in a manner that does not attract undue attention to any one photograph.
- 2.1.1(b.2) Photographs should consist of individuals who are reasonably similar in age and general appearance and of the same sex and race.
- 2.1.1(b.3) Only one of the photographs shall be of the suspect.
- 2.1.1(b.4) The same individual shall not appear more than once in the photo lineup.
- 2.1.1(b.5) Photographs should be of the same size and basic composition.
- 2.1.1(b.6) Color and black and white photographs shall not be mixed in the photo lineup.
- 2.1.1(b.7) Any portion of the photograph that may provide identifying information about the individual subject shall be covered and similarly covered on all other photographs.

## **2.2 Photo Lineup Presentation Instructions:**

- 2.2.1 The photo lineup shall be conducted by an independent administrator from the section assigned the case. If no investigator from the section is available to act as the independent administrator the case investigator shall get supervisor approval to show the lineup.<sup>5</sup>
  - 2.2.1(a) The independent administrator, or case investigator, presenting the photo lineup shall not make any suggestive statements that may influence the judgment or perception of the witness prior to, during, or after viewing the photo lineup.<sup>6</sup>
- 2.2.2 The administrator shall read the Photo Lineup Instructions, SPD Form # 94-IN-0051 to the witnesses prior to presenting the photographs.<sup>7</sup>
  - 2.2.2(a) The witnesses shall sign the form before viewing the photographs.
- 2.2.3 The witness should be instructed to indicate if they can identify the suspect.

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5 Section 2.2.1 revised per Policy Change Order 10-072, Effective Date 09/30/2010.

6 Section 2.2.1(a) revised per Policy Change Order 10-072, Effective Date 09/30/2010.

7 Section 2.2.2 revised per Policy Change Order 10-072, Effective Date 09/30/2010.

## **SOG 402.9**

### **Suspect Identification**

Effective Date: 09/30/2010

- 2.2.4 The photographs used in the photo lineup shall be presented on an approved photo lineup sheet.<sup>8</sup>
  - 2.2.4(a) The witness will be instructed to review all six (6) photographs in the collection.<sup>9</sup>
- 2.2.5 The photo lineup shall be shown to only one witness at a time.
  - 2.2.5(a) Separate multiple witnesses so they will not be aware of the response of other witnesses.
- 2.2.6 If there is more than one suspect, a second lineup will be shown with six (6) different photographs making up the lineup.
  - 2.2.6(a) This process shall be repeated with each photo lineup if there are multiple suspects.
- 2.2.7 If identification is made by the witness the administrator shall have the witness sign their name on the photo sheet indicating the person selected.<sup>10</sup>
- 2.2.8 At the conclusion of the photo lineup presentation the administrator shall sign the photo sheet and document on the sheet any comment(s) made by the witness if an identification is made (example: "I believe that is the person." or "That's him.")<sup>11</sup>
  - 2.2.8(a) The case investigator shall include in their report the name of the detective, or officer, who administered the lineup.<sup>12</sup>
- 2.2.9 The photographs used in the photo lineup shall be considered evidence and shall be logged into the Property Room by either the case investigator or administrator.<sup>13</sup>
- 2.2.10 Photo lineups presented at Headquarters or the South District Station shall be video recorded or digitally recorded with audio.
  - 2.2.10(a) The video recording or digital recording of the event shall be logged into the Property Room by the administrator, or the case investigator.<sup>14</sup>

## **IV Attachments**

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8 Section 2.2.4 revised per Policy Change Order 10-072, Effective Date 09/30/2010.

9 Section 2.2.4(a) revised, Sections 2.2.4(b) and 2.2.4(b.1) deleted per Policy Change Order 10-072, Effective Date 09/30/2010.

10 Section 2.2.7 revised per Policy Change Order 10-072, Effective Date 09/30/2010.

11 Section 2.2.8 revised per Policy Change Order 10-072, Effective Date 09/30/2010.

12 Section 2.2.8(a) revised per Policy Change Order 10-072, Effective Date 09/30/2010.

13 Section 2.2.9 revised per Policy Change Order 10-072, Effective Date 09/30/2010.

14 Section 2.2.10(a) revised per Policy Change Order 10-072, Effective Date 09/30/2010.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 11/30/2012	<b>Supersedes Policy Dated:</b> 09/30/2010	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.10</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Criminal Investigations		
<b>Chief of Police:</b>			

## Weapons Seized for Safekeeping

### I Policy

The Springfield Police Department may seize weapons based on probable cause that the person in custody and control of the weapon is suffering from mental illness or defect and is a threat to themselves or others. The weapon may be seized by consent of the person in custody and control of the weapon, or based on applicable rules of 4<sup>th</sup> Amendment seizures. It is our intent to not return firearms to persons who may harm themselves or others.

### II Definitions

**Safekeeping:** A firearm or other weapon possessed by a person suffering from an apparent mental illness or defect, seized by law enforcement based on facts that led the officer to believe the person is a threat to themselves or others and no criminal charges are anticipated.

### III Procedure

- 1 A weapon seized by a Springfield Police Officer for safekeeping, and not as evidence of a crime, shall be entered into the property tracking system as seized for custody and not as evidence.

## **SOG 402.10**

### **Weapons Seized for Safekeeping**

Effective Date: 11/30/2012

- 2 The owner of the weapon that was seized for safekeeping, may request that the weapon be released from police custody by contacting the Violent Crimes Sergeant. The Violent Crimes Sergeant shall review the facts of the case which led to the seizure of the weapon.
  - 2.1 If the owner is not the subject that created the potential threat that facilitated the need for the seizure, the supervisor may release the weapon.
  - 2.2 If the owner is the subject that created the potential threat that facilitated the need for the seizure of the weapon:
    - 2.2.1 The weapon may be released to a responsible third party who is willing to take custody of the weapon, with the permission of the owner.
    - 2.2.2 The weapon may be released to the owner if, by consent or applicable laws, the owner produces in writing an original affidavit from a psychiatrist stating the owner no longer poses a threat to themselves or others.
      - 2.2.2(a) The original affidavit shall be filed with the Records Section.
    - 2.2.3 If the owner is unable to obtain an affidavit from a psychiatrist the request for release shall be directed to the Crimes Against Persons Commander. The Crimes Against Persons Commander shall refer the matter to the city Law Department for resolution.<sup>1</sup>

## **IV Attachments**

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<sup>1</sup> Section 2.2.3 revised designated commander, per Policy Change Order 12-118, Effective Date 11/30/2012.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 09/28/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>403.1</b>
<b>Accreditation Index:</b> 1.2.5, 44.1.1, 44.2.1, 44.2.2, 44.2.3, 61.1.3, 82.1.2			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Juvenile Operations	
<b>Chief of Police:</b>			

## Juvenile Operations

### I Policy

It shall be the policy of this Department to deal with juvenile offenders in the least coercive manner possible. All officers of this department will respect the juvenile's family autonomy and will use the most reasonable alternatives consistent with preserving public safety, order, and individual liberty. All members, regardless of duty assignment, are charged with the responsibility of participating in and supporting the Department's juvenile operations function. Each officer shall be familiar with the unique requirements of juvenile matters and shall respond to those requirements by ensuring the constitutional rights of the juvenile are protected, as provided by procedure or statute.

Police officers have, by law, certain duties and responsibilities pertaining to juveniles under the age of seventeen. The police role in juvenile justice and delinquency prevention must be responsive to community needs. Officers must focus on both enforcement and prevention functions, realizing neither role at the expense of the other. The Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.

Beginning July 1, 2017, the Springfield Police Department will be responsible for all follow-up investigation involving juvenile suspects.

### II Definitions <sup>1</sup>

**Abuse** – Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for their care, custody, and control, except that

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<sup>1</sup> Definitions section revised, juvenile offender definitions updated, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

discipline including spanking, administered in a reasonable manner shall not be construed to be abuse. (RSMo 210.110)

**Adult** – A person seventeen years of age or older. (RSMo 211.021)

**Child** – Any person, regardless of physical or mental condition, under eighteen years of age. (RSMo 210.110) **[This definition of a child applies to situations involving child abuse and neglect.]**

**Child** – Any person under seventeen years of age and shall mean, in addition, any person over seventeen but not yet eighteen years of age alleged to have committed a status offense. (RSMo 211.021) **[This definition of a child applies to situations involving crimes where a juvenile is the suspect.]**

**GCCS** – Greene County Children’s Services, formerly Division of Family Services.

**Juvenile Delinquent Offenders** – Juveniles suspected of committing acts that would be crimes if committed by an adult.

**Juvenile Status Offenders** – Juveniles who commit acts that would not be considered a crime if committed by an adult but may subject the child to juvenile or family court jurisdiction. Status offenses include truancy, beyond parental control, runaway, behavior or association injurious to the child’s welfare, and other acts that are applicable only to children.

**Missing Child** – Any person who is under the age of seventeen years, whose temporary or permanent residence is in the State of Missouri, or who is believed to be within the State of Missouri, whose location has not been determined, and who has been reported as missing to a law enforcement agency. (RSMo 43.400)

**Neglect** – Failure to provide; by those responsible for the care, custody, and control of the child; the proper or necessary support or education as required by law, nutrition or medical, surgical, or any other care necessary for the child’s well-being. (RSMo 210.110)

## **III Procedure**

### **1 PROTECTIVE CUSTODY (ABUSE OR NEGLECT) (CALEA 44.2.2(b))**

1.1 When any law enforcement officer has reasonable cause to suspect a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, the officer shall immediately make a report to the Child Abuse Hot Line (phone # 800-392-3738). (RSMo 210.115)

1.1.1 The reporting officer shall also complete a police report.



## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 1.2 When an officer who has reasonable cause to suspect a child is suffering from illness or injury or is in danger of personal harm by reason of their surroundings and a case of child abuse or neglect exists, the officer may request a juvenile officer take the child into protective custody. (RSMo 210.125.1)
  - 1.3 An officer may take a child into protective custody – without the consent of the child’s parents, guardian, or others legally responsible for their care – when they have reasonable cause to believe: <sup>2</sup>
    - 1.3.1 A child is in imminent danger of suffering serious physical harm or a threat to life as a result of abuse or neglect, and
    - 1.3.2 Harm or threat of life may occur before the juvenile court can act to issue a temporary protective custody order or before a juvenile officer could take the child into protective custody. (RSMo 210.125.2)
  - 1.4 When an officer takes a child into protective custody, the responsible officer shall complete the following activities:
    - 1.4.1 Immediately notify the Greene County Juvenile Office (GCJO), Greene County Children’s Services (GCCS), and the Child Abuse Hot Line;
    - 1.4.2 Make attempts to notify parents or guardians, if they were not present at the time protective custody was initiated; (CALEA 44.2.2(e))
    - 1.4.3 Complete a report including the facts and circumstances which gave reasonable belief of the imminent danger, and file a written report with the juvenile officer as soon as practical, prior to the end of the shift. The officer taking a juvenile into protective custody shall complete form CS-33 from the Greene County Children’s Division.
  - 1.5 Greene County Children’s Services is responsible for appropriate placement of the child.
  - 1.6 The investigating officer will ensure photographs are taken to assist with the initial investigation.
- 2 INVESTIGATION OF CHILD ABUSE AND NEGLECT CASES <sup>3</sup>
- 2.1 The investigative goal is the discovery of facts and evidence that can be used to prove or disprove whether a crime was committed and a specific individual committed the crime. The investigation may include:
    - 2.1.1 Joint interviews by this Department and GCCS;
    - 2.1.2 Assessing the safety of the child;
    - 2.1.3 Determining appropriate police action, if any;
    - 2.1.4 Collecting and preserving evidence;
    - 2.1.5 Identifying the suspect.

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2 Section 1.3 revised, punctuation and wording correction, per Policy Change Order 18-021.

3 Section 2 revised, minor reorganization, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 2.2 In a sex crime case that involves any victim under the age of seventeen, the preliminary investigating officer will do the following:
  - 2.2.1 Make immediate contact with victim's parent/guardian, unless the parent/guardian is a suspect;
  - 2.2.2 Immediately notify GCCS and ask them to respond to the scene;
  - 2.2.3 Collect information needed for follow-up investigation;
    - 2.2.3(a) The preliminary investigating officer will not interview the victim in depth. This ensures the number of victim interviews is limited.
  - 2.2.4 Complete a detailed offense report;
  - 2.2.5 Report incident to the Child Abuse Hotline (1-800-392-3738).

## **3 MISSOURI DIVISION OF YOUTH SERVICES**

- 3.1 Officers may encounter situations in which they are dispatched to meet Missouri Division of Youth Services personnel. These persons, under RSMo 219.026.1, have authority to take a child into immediate custody when:
  - 3.1.1 They have reason to believe that permitting the child to remain in their own home would be dangerous to them or the community;
  - 3.1.2 The juvenile is about to flee the jurisdiction of the court.
- 3.2 When an officer receives a request to meet the Missouri Department of Youth Services, the officer has the authority and responsibility to take the juvenile into custody (RSMo 219.026.4 and 219.026.5).
- 3.3 An RMS report and a Greene County Juvenile Report shall be completed and include information concerning detainment of the juvenile for the Division of Youth Services.

## **4 CONFIDENTIALITY OF JUVENILE RECORDS (CALEA 82.1.2(a) & (c))**

- 4.1 The Police Records Unit shall be responsible for the collection, dissemination, and retention of juvenile records.
- 4.2 This department shall not disclose to the general public or media the identity of any juvenile suspect, victim, or witness.
- 4.3 Police records of juveniles shall be kept separate from the records of persons seventeen years of age or over and shall not be open to inspection nor their contents disclosed, except by order of the court. (RSMo 211.321.3)
- 4.4 Information and data may be released to persons or other organizations authorized by law to compile statistics relating to juveniles. (RSMo 211.321.4)
- 4.5 Information may be released regarding the informal adjustment or formal adjudication of the disposition of a case to a victim or a member of the immediate family of a victim. (RSMo 211.321.6)
  - 4.5.1 General information shall not be specific as to location and duration of treatment or detention or the terms of supervision.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 4.5.1(a) Does not apply to juveniles transferred to adult court (certified) or to those convicted of gang activity under (RSMo 578.421 to 578.437)

## **5 GENERAL HANDLING OF JUVENILE OFFENDERS (CALEA 44.2.1)**

- 5.1 When dealing with a juvenile offender, officers should use the least coercive among reasonable alternatives. Officers should consider the following when selecting a course of action: <sup>4</sup> (CALEA 44.2.1)
  - 5.1.1 Nature of offense – the seriousness of an incident and circumstances surrounding the juvenile's involvement;
  - 5.1.2 Age of the juvenile;
  - 5.1.3 Attitude of the juvenile;
  - 5.1.4 Officer's access to parent/guardian;
  - 5.1.5 Complaint/victim's comments, especially where repetitive incidents are reported;
  - 5.1.6 Gang affiliation;
  - 5.1.7 Direction received by juvenile authorities;
  - 5.1.8 Previous record.
- 5.2 The officer may use the following procedures in handling and resolving the immediate juvenile situation:
  - 5.2.1 Warn and inform the juvenile of their wrongful action; (CALEA 44.2.1(a))
  - 5.2.2 Release the juvenile with no further action; (CALEA 44.2.1(a))
  - 5.2.3 Release the juvenile to a parent or guardian at the scene and complete a report; (CALEA 44.2.1(a))
  - 5.2.4 Transport the juvenile to the Springfield Police Department, release to a parent/guardian, and complete a report; <sup>5</sup>
  - 5.2.5 Transport the juvenile to the Springfield Police Department for an interview. (See section 6.3 regarding the Immediate Juvenile Suspect Interview Process.)
  - 5.2.6 Transport the juvenile to the Greene County Juvenile Center. (CALEA 44.2.1(c))
- 5.3 If a juvenile offender detainee, regardless of the offense, enters Springfield Police Headquarters or the South District Station; the officer must complete entry on the Juvenile Custody Log (SPD Form #13-SP-0642) located at the front desk. <sup>6</sup>
  - 5.3.1 Juveniles shall be kept physically separated, including sight and sound separation, from all adult detainees/offenders.
  - 5.3.2 Refer to SOG 310.8 – Detainee Processing, Temporary Detention Areas, and Interview Rooms for additional procedures for the handling of juvenile offenders while at Police Headquarters or the South District Station.

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<sup>4</sup> Section 5.1 revised, list of considerations edited to be more concise, per Policy Change Order 18-021.

<sup>5</sup> Section 5.2.4 revised, CALEA standard reference removed, per Policy Change Order 18-021.

<sup>6</sup> Section 5.3 revised, the word *detainee* was added for clarification, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 5.4 All follow-up investigation of crimes committed by juveniles will be conducted by the Springfield Police Department.
  - 5.5 Officers shall ensure the constitutional rights of juveniles are protected. (CALEA 44.2.2(c))
  - 5.6 Officers are authorized to release criminal history information to GCCS personnel for the purpose of assisting with placement decisions.
- 6 JUVENILE FELONY OFFENDERS (CALEA 44.2.2(d))
- 6.1 Probable cause must exist before a juvenile who is a suspect in a felony case may be taken into custody.
    - 6.1.1 When apprehending a juvenile suspect at school, officers should contact school police and coordinate the apprehension with them.
  - 6.2 When a juvenile suspect is taken into custody, the apprehending officer shall:
    - 6.2.1 Ensure the juvenile receives medical attention, if needed;
      - 6.2.1(a) If emergency medical treatment is necessary, the juvenile shall be transported to a medical facility, without delay.
    - 6.2.2 Notify the juvenile suspect of the reason for the apprehension;
    - 6.2.3 Notify their immediate supervisor that a juvenile is in custody for a felony crime and advise them of the severity of the crime;
    - 6.2.4 Notify the juvenile's parent/guardian as soon as practical. (CALEA 44.2.2(e))
      - 6.2.4(a) The date and time of notification, or attempted notification, shall be recorded in the officer's report.
    - 6.2.5 Transport the juvenile for processing and/or detention without delay. (CALEA 44.2.2(d))
  - 6.3 If the juvenile in custody is a suspect in a serious or violent felony, an immediate interview may be needed.
    - 6.3.1 Immediate Juvenile Suspect Interview Process
      - 6.3.1(a) The apprehending officer will notify their immediate supervisor of the incident.
      - 6.3.1(b) The supervisor will then brief the UOB Watch Commander.
      - 6.3.1(c) If the UOB Watch Commander believes an immediate interview may be needed, they will notify the appropriate CID lieutenant (Crimes Against Persons, Crimes Against Property, or Special Investigations).
      - 6.3.1(d) The CID lieutenant will evaluate the situation and decide if an immediate interview will be conducted.
      - 6.3.1(e) If so, the CID lieutenant will make arrangements with the Greene County Juvenile Office to have a juvenile officer respond for the interview.
      - 6.3.1(f) The appropriate CID detective will respond to interview the suspect.
  - 6.4 There may be circumstances when the apprehending officer believes a juvenile suspect should be interviewed immediately even though a serious or violent felony has not been

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

committed. These situations should be evaluated by the officer's immediate supervisor to decide if the Immediate Juvenile Suspect Interview Process should be initiated.

- 6.5 If the juvenile suspect is to be interviewed by CID, the officer will transport the juvenile to Police Headquarters and ensure they are photographed and fingerprinted.
- 6.6 At the conclusion of the interview, the juvenile officer may decide to detain the juvenile at the Greene County Juvenile Detention Center.
- 6.7 When an immediate interview is not required, the apprehending officer will contact the Greene County Juvenile Office (417-868-4008) to ascertain if they would accept the juvenile suspect into the Greene County Juvenile Detention Center.
- 6.8 If the juvenile is to be released, the officer will note in their report to whom the juvenile was released as well as the date, time, and location where the release occurred.
  - 6.8.1 If the parent(s) or legal guardian(s) cannot be contacted, or will not respond to take custody of the juvenile, the Greene County Juvenile Detention Center will be contacted for permission to detain the juvenile in their facility.
- 6.9 Whenever a juvenile suspect taken into custody based upon probable cause of a felony crime is transferred to the Greene County Juvenile Detention Center, the investigating officer must provide a completed Greene County Juvenile Report and a completed SPD Juvenile Felony Case Report packet, including a Probable Cause Statement (SPD Form # 17-IN-0658-NICHE). (CALEA 44.2.1(c)) <sup>7</sup>

## **7 JUVENILE MISDEMEANOR OFFENDERS (CALEA 44.2.2(d))**

- 7.1 Probable cause must exist before a juvenile suspect is apprehended.
  - 7.1.1 When apprehending a juvenile suspect at school, officers should contact school police and coordinate the apprehension with them.
- 7.2 The apprehending officer shall ensure the juvenile receives medical attention, if needed.
  - 7.2.1 If emergency medical treatment is necessary, the juvenile shall be transported to a medical facility without delay.
- 7.3 The officer shall notify the juvenile of the reason for the apprehension.
- 7.4 Officers are to determine if the juvenile has committed a criminal violation or a "status offense". (See section 15 for additional information). <sup>8</sup> (CALEA 44.2.2(a))
- 7.5 The apprehending officer may:
  - 7.5.1 Release the juvenile to a parent or guardian; (CALEA 44.2.1(a))
  - 7.5.2 Transport the juvenile to their residence and release to a parent or guardian; (CALEA 44.2.1(a))
  - 7.5.3 Transport the juvenile to the station and release to a parent or guardian; (CALEA 44.2.1(a))
  - 7.5.4 Request transfer to the Greene County Juvenile Detention Center.

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<sup>7</sup> Section 6.9 revised, CALEA standard reference added, per Policy Change Order 18-021.

<sup>8</sup> Section 7.4 revised, status offender section reference number corrected, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 7.6 If an officer believes the juvenile should be held in the juvenile detention facility, the officer will contact the Greene County Juvenile Office (417-868-4008) to ascertain if they will accept the juvenile. When a juvenile suspect is accepted for detention, the investigating officer shall do the following: (CALEA 44.2.1(c)) <sup>9</sup>
  - 7.6.1 Ensure the juvenile suspect is transported to the detention center without delay. (CALEA 44.2.2(d))
  - 7.6.2 Provide the Greene County Juvenile Detention Center with a completed Greene County Juvenile Report and a completed SPD Juvenile Misdemeanor Case Report packet, including a Probable Cause Statement (SPD Form # 17-IN 0659-NICHE).
  - 7.6.3 Notify the juvenile's parent or guardian, by telephone or in person, as soon as practical. The notification shall be documented in the officer's Incident Report. (CALEA 44.2.2(e))
    - 7.6.3(a) If the apprehending officer cannot make telephone contact or notify a parent/guardian in person, they shall make arrangements with another unit or with the agency where the parent/guardian is located to make the notification.
- 7.7 It is not necessary to notify the Greene County Juvenile Office if the offense is a misdemeanor and the apprehending officer does not wish to request that the juvenile be held in the juvenile detention center.

## **8 UOB PRELIMINARY AND FOLLOW-UP JUVENILE INVESTIGATIONS**

- 8.1 All preliminary investigations that have a juvenile suspect will be conducted by the Uniform Operations Bureau (UOB), unless they are referred to or initiated by the Criminal Investigations Division (CID).
- 8.2 Juvenile Domestic Assaults.
  - 8.2.1 Uniform Operations Bureau officers are expected to complete the follow-up investigation and Juvenile Case Report in domestic violence cases involving juvenile suspects under the following circumstances:
    - 8.2.1(a) The domestic violence case is a misdemeanor or a third-degree domestic assault (a class E felony), AND
    - 8.2.1(b) The suspect is apprehended during the same shift as the complaint; OR
    - 8.2.1(c) Physical injury or other evidence of domestic violence is observed by the officer or a third party; OR
    - 8.2.1(d) The juvenile suspect makes admissions; OR
    - 8.2.1(e) Officer discretion (based on totality of circumstances).
- 8.3 Uniform Operations Bureau officers are expected to complete the follow-up investigation and Juvenile Case Report on all misdemeanor and third degree assault (a class E felony) cases involving juvenile suspects when:

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<sup>9</sup> Section 7.6 revised, CALEA standard reference added, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 8.3.1 An apprehension/detention is made during the same shift as the complaint, OR
  - 8.3.2 The juvenile suspect makes admissions, OR
  - 8.3.3 Physical evidence is observed by the officer or a third party; OR
  - 8.3.4 Officer discretion (based on totality of circumstances).
- 8.4 The Uniform Operations Bureau will also be responsible for follow-up investigations of juvenile traffic-related offenses.
- 8.5 Juvenile Case Reports will be completed in NICHE and printed by Records Personnel to be delivered to the Greene County Juvenile Office. (CALEA 44.2.1(c)) <sup>10</sup>

## **9 CID FOLLOW-UP JUVENILE INVESTIGATIONS**

- 9.1 The Criminal Investigations Division shall be responsible for the follow-up investigation of class A, B, C, and D felony crimes, as well as, selected class E felonies, misdemeanors, and infractions committed by juvenile suspects.
- 9.2 The Criminal Investigations Division shall have functional control and authority over all continuing juvenile investigations.
- 9.3 CID Supervisors shall review and screen juvenile cases for solvability prior to assignment and shall ensure completion, suspension, or authorized extension within 38 calendar days.
- 9.4 Refer to SOG 402.8 – Follow-up Criminal Investigations for additional information regarding general investigative procedures.

## **10 JUVENILE CRIMINAL CASE PREPARATION**

- 10.1 The investigating officer should complete the appropriate Juvenile Case Report packet (felony, SPD Form # 17-IN-0658-NICHE or misdemeanor, SPD Form # 17-IN-0659-NICHE) on each involved suspect for which there is sufficient probable cause and submit the case to the Greene County Juvenile Office. (CALEA 44.2.1(c)) <sup>11</sup>
- 10.2 The victim of the crime should be contacted a second time informing them of the results of the investigation. This contact should be consistent with the Missouri Crime Victim's Bill of Rights.
- 10.3 All lab reports associated with the case should be reviewed and included in the reports sent to the Greene County Juvenile Office.
- 10.4 If the investigation does not link a suspect to the offense or probable cause does not exist, a report documenting those findings shall be completed in the Record Management System.

## **11 JUVENILE VICTIMS AND WITNESSES**

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<sup>10</sup> Section 8.5 revised, CALEA standard reference added, per Policy Change Order 18-021.

<sup>11</sup> Section 10.1 revised, CALEA standard reference added, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 11.1 Juvenile victims or witnesses may be questioned in connection with offenses for which they are not suspects; however, questioning should be kept to a minimum unless exigent circumstances exist.
    - 11.1.1 Officers performing preliminary investigations should conduct only cursory interviews with juveniles when physical or sexual abuse is suspected.
  - 11.2 Rooms specifically designed for interviews with child victims or witnesses are available at Police Headquarters (Room 139) and at the South District Station (Room 136).<sup>12</sup>
  - 11.3 Information concerning the questioning will be included in the officer's report.
  - 11.4 Officers transporting juveniles under the age of four may request GCCS to help transport.
- 12 INTERROGATION (CALEA 44.2.2(c) and 44.2.3)<sup>13</sup>
- 12.1 Officers shall always treat juvenile suspects fairly and with respect during interviews or interrogations. No statements or confessions will be taken in a manner that is in violation of their constitutional rights.
  - 12.2 A juvenile suspect has the same rights as an adult suspect in regards to Miranda warnings. Juvenile Miranda warnings shall be given when: (CALEA 1.2.3(b))
    - 12.2.1 The subject is in custody *and*
    - 12.2.2 The officer intends to interrogate the subject.
  - 12.3 If the Miranda warning is applicable, in accordance with procedural directions from the Greene County Juvenile Court, the apprehending and investigating officers shall not be allowed to interrogate a juvenile offender unless the following criteria are met:
    - 12.3.1 The interrogation is conducted in a recognizably friendly environment. This can be the Greene County Juvenile Center, Springfield Police Headquarters, or the South District Police Station.
      - 12.3.1(a) Juvenile offenders must be kept away from adult offenders; this includes sight and sound separation.
      - 12.3.1(b) In-custody juvenile suspects will be afforded the opportunity to confer in private with a parent or guardian prior to any interrogation.
    - 12.3.2 The interrogation must take place in the presence of a juvenile officer. It is the responsibility of the juvenile officer to do the following: (CALEA 44.2.2(c))
      - 12.3.2(a) Confer with the juvenile's parent/guardian;
      - 12.3.2(b) Limit the number of officers present during the interrogation;
      - 12.3.2(c) Explain agency and juvenile justice system procedures to the juvenile being interrogated;
      - 12.3.2(d) Provide a Juvenile Miranda Warning Form and read the Miranda warning to the juvenile suspect;

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12 Section 11.2 added regarding child victim/witness interview rooms, per Policy Change Order 18-021.

13 Section 12 revised; CALEA standard reference added and minor reorganization, per PCO 18-021.



## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 12.3.2(e) Ensure a parent or guardian is present during the interrogation;
- 12.3.2(f) Ensure a legal representative is present if requested by the juvenile's parent or guardian.
- 12.4 The investigating officer will conduct the interview with the juvenile offender.
  - 12.4.1 Interviews shall only be conducted for a reasonable length of time.
    - 12.4.1(a) Officers will document the time the interview began, any breaks or meals, and the time the interview concluded.
  - 12.4.2 If an in-custody, juvenile delinquent offender is placed in an interview room capable of being locked as to prevent someone from exiting, the juvenile must be released or transferred to the Greene County Juvenile Office within six hours from their time of entry into Police Headquarters or the South District Station.<sup>14</sup>
  - 12.4.3 Juvenile suspects have the same rights as adults and may stop the interview at any time.
- 12.5 The circumstances of the interview/interrogation and statements made by the juvenile offender shall be documented in the investigating officer's report.<sup>15</sup>
- 13 FINGERPRINTING AND PHOTOGRAPHING (CALEA 1.2.5(b & c) and 82.1.2(b))
  - 13.1 A juvenile will be fingerprinted and photographed when an order is obtained through Greene County Juvenile Court granting permission to do so or when the juvenile has been taken into custody for an offense which would be considered a felony if committed by an adult (RSMo 43.503).
    - 13.1.1 Fingerprint/photograph stations are available at the Greene County Juvenile Office and Springfield Police Headquarters.
  - 13.2 When the juvenile is to be immediately interviewed or the Greene County Juvenile Office fingerprint/photograph station is unavailable, officers shall take the juvenile to Springfield Police Headquarters and use the fingerprint/photograph station there.
  - 13.3 When fingerprinting a juvenile, a fingerprint card containing a watermark with the word "Juvenile" shall be used. Juvenile fingerprint cards can be obtained from the Greene County Juvenile Office if none are available at Police Headquarters. Procedures for completing and distributing juvenile fingerprint cards are as follows:
    - 13.3.1 The juvenile shall sign the signature block.
    - 13.3.2 The officer shall sign under "signature of person taking fingerprints," and shall complete the "date" section of the card.
    - 13.3.3 Both carbon copies containing the fingerprint card information will be released to the Greene County Juvenile Office.
    - 13.3.4 The completed fingerprint card will be forwarded to the Investigative Services Unit for processing.

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<sup>14</sup> Section 12.4.2 added due to changes in the Juvenile Justice & Delinquency Prevent Act, per PCO 18-021.

<sup>15</sup> Section 12.5 added, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 13.3.4(a) The Investigative Services Unit shall forward the fingerprint card to the Missouri State Highway Patrol.
- 13.4 When photographing a juvenile, a departmental digital camera shall be used along with a clean media card.
  - 13.4.1 The digital media card will be turned in to the Police Services Administrator.
    - 13.4.1(a) The digital image(s) shall be uploaded and electronically stored in the juvenile mug shot database.
    - 13.4.1(b) The digital media card will be erased and returned to the submitting officer for reuse.
- 14 TRAFFIC VIOLATIONS (CALEA 44.2.1(b) and 61.1.3(b))<sup>16</sup>
  - 14.1 Juveniles Fifteen Years of Age or Older
    - 14.1.1 Missouri Revised Statute 211.031.1(2)(e) states Juvenile Court shall not have jurisdiction over any child, fifteen years of age or older, who is alleged to have violated a municipal traffic ordinance or a non-felony state traffic regulation. When charged with a violation of city traffic ordinance, or a non-felony state traffic regulation, they shall be treated in court as an adult traffic violator.
      - 14.1.1(a) Juveniles will not be detained in a jail or other facility where they will have any contact with adult prisoners (RSMo 211.033). This provision includes "sight and sound separation."
    - 14.1.2 Traffic tickets issued to juveniles fifteen years of age or older will be set on a regular arraignment date.
      - 14.1.2(a) Juvenile violators with a valid driver license or permit who are operating within the restrictions of the license/permit may be cited and released without the involvement of a parent/guardian.<sup>17</sup>
      - 14.1.2(b) When a juvenile violator is taken into custody, they shall be released to a parent or guardian as soon as practical. If a parent or guardian cannot be contacted, the Greene County Juvenile Office will be contacted for detention.
    - 14.1.3 Driving Under the Influence (CALEA 44.2.2(c))
      - 14.1.3(a) Officers are authorized to administer chemical tests to juveniles suspected of operating a motor vehicle while under the influence of intoxicants.
      - 14.1.3(b) The adult Miranda Warning will be read to the juvenile prior to questioning as required on Missouri Department of Revenue Alcohol Influence Report (DOR Form 2389). (CALEA 44.2.2(c))
      - 14.1.3(c) Intoxicated juveniles will not be released on their own. They will be released to a parent or guardian.

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<sup>16</sup> Section 14 revised, minor reorganization and wording changes, per Policy Change Order 18-021.

<sup>17</sup> Section 14.1.2(a) added for clarification, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 14.1.3(d) Officers shall take possession of any Missouri Driver License held by an intoxicated juvenile driver in accordance with administrative revocation procedures required by the state.

#### **14.1.4 Traffic Warrants**

- 14.1.4(a) Juveniles with outstanding traffic warrants, which require the posting of bond, will be immediately transported to the station.
- 14.1.4(b) A parent or guardian will be contacted for release. (CALEA 44.2.2(e))
- 14.1.4(c) If unable to contact a parent or a guardian, Greene County Juvenile will be contacted for detention.

#### **14.2 Juveniles Under Age Fifteen**

- 14.2.1 In traffic cases involving juveniles under age fifteen, the following guidelines shall be followed:

- 14.2.1(a) Any vehicle operated by a juvenile who is charged with a traffic violation shall be towed unless the vehicle can be released to its legal owner.
- 14.2.1(b) If a Missouri Uniform Crash Report is completed and a juvenile is involved, do not enter any information concerning criminal charges against the juvenile in the narrative section.
- 14.2.1(c) When apprehended, the juvenile may be released at the scene to a parent/guardian or transported to the station.

#### **14.2.2 Driving Under the Influence (CALEA 44.2.2(c))**

- 14.2.2(a) The juvenile will be informed of their Constitutional rights as prescribed in the Miranda/McMillen warning. (CALEA 44.2.2(c))
- 14.2.2(b) Juveniles will also be advised prior to submitting to a chemical test that:
  - 14.2.2(b.1) It is not mandatory.
  - 14.2.2(b.2) If the test indicates they are under the influence, the information can and will be used against them in a juvenile court.
- 14.2.2(c) In Greene County, a juvenile officer must be notified before the juvenile is administered a chemical test to determine intoxication.
- 14.2.2(d) Alcohol Influence Report (DOR Form 2389) will be completed by the apprehending officer and submitted with the test results through normal channels to the Records Unit. An Alcohol Influence Report will be completed even if the chemical test is not administered.
- 14.2.2(e) Juveniles charged with driving while intoxicated will be processed as indicated above and will then be released to their parent or guardian. A Greene County Juvenile report will not be completed.
- 14.2.2(f) Juveniles are not to be detained in a jail or other facility where they will have sight or sound contact with adult prisoners.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

#### **15 STATUS OFFENDERS <sup>18</sup> (CALEA 44.2.2(a))**

- 15.1 Status offenders are juveniles who have committed acts that would not be considered a crime if committed by an adult. Status offenses include:
  - 15.1.1 Runaways;
  - 15.1.2 Truancy;
  - 15.1.3 Beyond parental control;
  - 15.1.4 Behavior or association injurious to the child's welfare;
  - 15.1.5 Other acts applicable only to children (e.g. possession of alcohol, tobacco).
- 15.2 Status offenders who have been taken into custody will be released to their parent or guardian.
- 15.3 If an in-custody status offender enters Police Headquarters or the South District Station for any purpose, the detaining officer must complete entry on the Juvenile Custody Log located at the front desk.
  - 15.3.1 Status offenders shall not be placed in a holding cell or any other room/area that is capable of being locked as to prevent exit, whether or not the lock is actually engaged.
    - 15.3.1(a) Status offenders can be handcuffed as long as the handcuffs are not used to secure them to an object.
- 15.4 Status offenders may include incorrigible juveniles. Incorrigible juveniles are those juveniles who are beyond parental control.
  - 15.4.1 Officers who come in to contact with a reported incorrigible juvenile will determine whether the juvenile has committed a delinquent offense (e.g. property damage, assault) and/or displayed behavior injurious to themselves or others.
    - 15.4.1(a) When there is a delinquent offense, normal juvenile processing procedures will be followed.
  - 15.4.2 In the absence of a delinquent offense or injurious behavior displayed by the juvenile, officers will inform parents/guardians that it is their responsibility to seek assistance from the Greene County Juvenile Office.
    - 15.4.2(a) Contact can be made with the Juvenile Office during normal working hours to discuss the particular problem and seek advice for guidance or alternative solutions.

#### **16 MISSING AND RUNAWAY JUVENILES <sup>19</sup> (CALEA 44.2.2(a))**

- 16.1 The Uniform Operations Bureau will respond to calls involving missing children and complete a missing/runaway report. The missing/runaway juvenile investigative function is performed by the Criminal Investigations Persons Section.

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<sup>18</sup> Section 15 revised to include general status offender procedures, per Policy Change Order 18-021.

<sup>19</sup> Section 16 reorganized, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 16.1.1 Missing/runaway juvenile reports will be taken from parents, guardians, or other adults with custodial authority of the juvenile.
- 16.1.2 Reports will be taken on missing juveniles who were last seen in Springfield, but may not be Springfield residents.
- 16.1.3 Reports will be taken on missing persons under the jurisdiction of Juvenile Court, regardless of their age.
- 16.2 A preliminary investigation is to be conducted whenever a missing person report is received. The purpose is to verify the report and to obtain necessary information to locate the missing person.
  - 16.2.1 In instances involving a small juvenile, the initial investigation should begin with a search of the child's home to verify the youth is not sleeping or hiding.
- 16.3 After verifying the child is missing, the investigating officer shall attempt to obtain the following information from parents, guardians, friends, and acquaintances:
  - 16.3.1 Sufficient background information to determine the possible reason the juvenile is missing and their whereabouts;
    - 16.3.1(a) Inquire about family relationships and attitudes.
    - 16.3.1(b) Determine if there are problems within the home.
    - 16.3.1(c) Find out if the missing juvenile displayed recent or unusual changes in attitude or interest toward the family.
  - 16.3.2 The juvenile's interests and activities;
    - 16.3.2(a) Ascertain hobbies, interests, and hangouts.
  - 16.3.3 Identity of the juvenile's friends;
    - 16.3.3(a) Interview and obtain information from the friends, if practical.
- 16.4 A recent photograph of the juvenile should be obtained if possible.
- 16.5 Officers should instruct the reporting party to notify the department of any new developments or when the child returns.
- 16.6 A copy of the runaway/missing person report will be disseminated at shift briefings.
- 16.7 Missing/runaway juveniles shall be entered into MULES/NCIC by the MULES operator.
- 16.8 When an officer comes in contact with a missing/runaway juvenile and the filing of criminal charges or processing by Juvenile Court is not necessary, the juvenile will be released to a parent/guardian.
- 16.9 If a parent/guardian is unavailable or refuses to accept responsibility, the officer will transport the missing/runaway juvenile to the Greene County Juvenile Detention Center.
- 16.10 The officer locating the missing/runaway juvenile shall complete a report documenting the recovery of the juvenile. Information regarding the release or detention of the juvenile should be included.
- 16.11 The MULES operator will cancel the missing person entry in MULES/NCIC.
- 16.12 Refer to SOG 402.4 – Missing Persons for additional procedures regarding missing/runaway juveniles.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

#### **17 CAPIAS WARRANTS <sup>20</sup>**

- 17.1 Juveniles apprehended on the authority of a capias warrant issued by Greene County will be taken to the Greene County Juvenile Detention Center.
  - 17.1.1 The apprehending officer will complete the return portion of the original capias warrant which is on file in the Greene County Juvenile Office.
  - 17.1.2 The apprehending officer will complete a police report and Greene County Juvenile Report containing details pertinent to the apprehension.
    - 17.1.2(a) A copy of the Juvenile Report will be submitted with the capias warrant.
- 17.2 Juveniles apprehended on the authority of a capias warrant outside Greene County will be taken to the police station for disposition.
  - 17.2.1 The apprehending officer will contact the Greene County Juvenile Office for detention instruction.
  - 17.2.2 The apprehending officer will complete a police report and Greene County Juvenile Report detailing information about the apprehension.
    - 17.2.2(a) A copy of the Juvenile Report shall be submitted to the appropriate holding facility with the capias warrant.
    - 17.2.2(b) Copies of all reports will be sent to the Greene County Juvenile Office.
  - 17.2.3 The officer must complete entry on the Juvenile Custody Log located at Police Headquarters and the South District Station front desk.

#### **18 RELEASE TO PARENTS OR GUARDIAN <sup>21</sup>**

- 18.1 Under no circumstances will a juvenile offender who has been taken into custody be released on their own.
- 18.2 Normally, juvenile offenders will only be released to a parent/guardian.
  - 18.2.1 Parents/guardians of the juvenile may designate an alternate person to take custody of the child.
  - 18.2.2 If a parent/guardian cannot be reached, Greene County Juvenile authorities may authorize the release of the juvenile to another family member.
- 18.3 If the parent/guardian refuses to accept custody, the juvenile should be taken to the Greene County Juvenile Detention Center.
- 18.4 Officers shall document the date, time, and location of the release in their report.

#### **19 ROLE OF THE POLICE IN CONTROL AND PREVENTION OF DELINQUENCY (CALEA 44.1.1)**

- 19.1 The Springfield Police Department recognizes the juvenile justice system is dedicated to the protection and rehabilitation of juveniles.

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<sup>20</sup> Section 17 revised, minor rewording and reorganization, per Policy Change Order 18-021.

<sup>21</sup> Section 18 revised, general release procedures clarified, per Policy Change Order 18-021.

## **SOG 403.1**

### **Juvenile Operations**

Effective Date: 04/20/2018

- 19.1.1 Police officers are entrusted with enforcing laws that protect juveniles.
  - 19.1.2 Officers should remember spending extra time with a juvenile offender may impact a juvenile enough to aid in the rehabilitation process.
  - 19.1.3 Each officer can help to control and prevent juveniles from becoming adult criminals by doing the following:
    - 19.1.3(a) Learn the trouble areas and patrol these frequently;
    - 19.1.3(b) Arrest adults responsible for contributing to the delinquency of children;
    - 19.1.3(c) Learn state and city laws pertaining to juveniles and enforce them;
    - 19.1.3(d) When large groups of juveniles are observed loitering on streets late at night, learn the purpose of their presence;
    - 19.1.3(e) When you observe conditions that establish child neglect or contribute to delinquency, investigate further and report findings to the appropriate authority (e.g. Greene County Children's Services and/or Department investigator);
    - 19.1.3(f) Check children of school age when observed on the streets during school hours to ascertain if they are legally excused from school;
    - 19.1.3(g) Patrol near schools before and after school hours to help prevent juvenile problems.
  - 19.2 In an effort to improve communications between the police and the school and to improve police community relations, SPD Crime Prevention Officers are assigned to assist with school and community programs.
    - 19.2.1 The following objectives have been established to improve communications between the police and the school:
      - 19.2.1(a) Inform the school of community problems that may affect them;
      - 19.2.1(b) Inform the school of students that may cause them serious problems (Safe Schools Act);
      - 19.2.1(c) Aid in recognizing deviant student behavior;
      - 19.2.1(d) Assist school officials in counseling and immediate action.
    - 19.2.2 To improve police-community relations:
      - 19.2.2(a) Make citizens aware of police-related juvenile problems;
      - 19.2.2(b) Involve the community in programs to help with juvenile problems.
- 20 GOVERNMENT AND PRIVATE AGENCIES THAT PROVIDE YOUTH SERVICES (CALEA 44.1.1)
- 20.1 Child Abuse Hot Line (800-392-3738)
  - 20.2 Greene County Children's Services (417-895-5677)
  - 20.3 Greene County Juvenile Office (417-868-4008)
  - 20.4 Greene County Juvenile Detention Center (417-868-4008)
  - 20.5 Division of Youth Services (417-895-6485)

**SOG 403.1****Juvenile Operations**

Effective Date: 04/20/2018

20.6 Lakeland Behavioral Health (800-432-1210)

20.7 Burrell Behavioral Health (417-761-5555)

**21 RECREATIONAL YOUTH PROGRAMS (CALEA 44.1.1)**

21.1 Officers may periodically receive assignments of a proactive, tactical, or supportive nature in connection to youth programs.

21.1.1 Police presence is encouraged at youth recreational events sponsored by the community. Officers should take this opportunity to promote good police communications.

**IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>404.1</b>
<b>Accreditation Index:</b> 17.4.2, 43.1.1, 43.1.5 <sup>1</sup>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Vice Operations	
<b>Chief of Police:</b>			

## Narcotics, Organized Crime, and Vice

### I Policy

Although it is the responsibility of each sworn member of the Springfield Police Department to enforce and investigate all criminal activity including vice, narcotics, and organized crime; the Special Investigations Section (SIS) has been established specifically to respond to white-collar crime, money laundering, drug trafficking, vice, economic, and organized crime activities. The Springfield Police Department will monitor these sophisticated criminal organizations and will utilize appropriate investigative strategies in conjunction with other involved law enforcement agencies to identify members, develop criminal cases for prosecution of offenders, and dismantle the organization. <sup>2</sup>

### II Definitions

### III Procedure

#### 1 CHARACTERISTICS AND EXAMPLES

- 1.1 Organized crime groups are characterized by:
  - 1.1.1 A goal to perpetuate the life of the group
  - 1.1.2 Financial or economic gain
  - 1.1.3 Advancement of power or influence
  - 1.1.4 Criminal activity
- 1.2 Organized crime groups may utilize intimidation, violence, or political corruption to advance its goals.

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<sup>1</sup> 5<sup>th</sup> Edition references removed from all CALEA standard citations, per Policy Change Order 17-036.

<sup>2</sup> Policy Statement revised, punctuation corrections, per Policy Change Order 17-036.

## **SOG 404.1**

### **Narcotics, Organized Crime, and Vice**

Effective Date: 09/28/2017

## **2 INVESTIGATIONS <sup>3</sup>**

- 2.1 The SIS will routinely investigate vice, organized crime and drug trafficking activities including:
  - 2.1.1 Manufacturing, distributing and possession of controlled substances (illicit drugs);
  - 2.1.2 Illegal sale or distribution of firearms and explosives;
  - 2.1.3 Prostitution;
  - 2.1.4 Pornography;
  - 2.1.5 Illegal gambling;
  - 2.1.6 Loan Sharking;
  - 2.1.7 Corruption;
  - 2.1.8 Violations of municipal ordinances pertaining to adult entertainment;
  - 2.1.9 Gang-related crimes of violence and vandalism.
- 2.2 All intelligence information and complaints shall be reviewed and evaluated by the appropriate SIS supervisor for possible assignment. (CALEA 43.1.1(a))
- 2.3 The SIS supervisor will assign and/or authorize investigations based on the following criteria: (CALEA 43.1.1(a))
  - 2.3.1 Nature of intelligence/complaint;
  - 2.3.2 Validity;
  - 2.3.3 Availability of resources;
  - 2.3.4 Priority.

## **3 REPORTS AND RECORDS**

- 3.1 All members of the department are responsible for reporting any suspected vice, narcotics, or organized crime activities. A thorough preliminary investigation will be conducted in a manner similar to all other criminal investigations and shall include witness information and statements. The SIS shall evaluate all information received and investigate crimes in conjunction with other investigative units. (CALEA 43.1.1(a))
- 3.2 All complaints of vice, narcotics, and organized crime shall be documented in the appropriate police report form. (CALEA 43.1.1(a))
- 3.3 The Crime Analysis Unit shall analyze available intelligence and assist investigators in identification of criminal organizations, networks, their activities, and characteristics of targeted victims.
- 3.4 Each Special Investigations case file shall include full documentation of all correspondence or other information sent and received to/from outside agencies.

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<sup>3</sup> Section 2 revised; wording, punctuation, and capitalizations changes; per Policy Change Order 17-036.

## **SOG 404.1**

Narcotics, Organized Crime, and Vice

Effective Date: 09/28/2017

(CALEA 43.1.1(c))

- 3.5 All active, open cases involving vice, drug and organized crime investigations shall be locked in a secure storage unit by the case investigator. The case file will not be placed in Central Records until it is presented to the prosecutor's office for review or is suspended.
- 3.6 The SIS shall track and document statistical information and maintain a complete log of all vice, narcotics, and organized crime complaints. (CALEA 43.1.1(b))



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4 Section 4 revised and reorganized; punctuation, capitalization, and wording changes; per PCO 17-036.

Effective Date: 09/28/2017

A high-contrast, black and white graphic design. On the left side, there is a large, stylized letter 'A' formed by thick black strokes. To the right of the 'A', several horizontal black bars of varying lengths are positioned. Some bars are partially obscured by the 'A'. The background is white, and the overall composition is minimalist and abstract.

## **SOG 404.1**

Narcotics, Organized Crime, and Vice

Effective Date: 09/28/2017



### **5 INVESTIGATIVE FUNDS <sup>5</sup>**

- 5.1 Responsibility for direct accounting and maintenance of investigative funds rests with the sergeant of each unit within SIS.
- 5.2 The SIS sergeants will ensure that sufficient funds are disbursed to provide for timely access by investigators.
- 5.3 All officers assigned to SIS can be account holders and are permitted to draw an advance from these funds. (CALEA 17.4.2(e))
  - 5.3.1 All other Springfield Police Department officers may request funds from an account holder on a case-by-case basis, subject to availability. The request will be evaluated and approved by the SIS Commander or an SIS supervisor.

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<sup>5</sup> Section 5 revised; punctuation, capitalization, and terminology changes; per Policy Change Order 17-036

## **SOG 404.1**

### **Narcotics, Organized Crime, and Vice**

Effective Date: 09/28/2017

- 5.3.1(a) The officer making the expenditure shall submit a written account, with receipts whenever practical, to the account holder who will reflect the expense on their Investigative Expense Record (SPD Form # 01-IN-0367).
- 5.4 The amount given in advance will be based on operational needs as determined by the SIS supervisors.
- 5.5 Investigative funds are issued to an investigator by SIS supervisors in the form of a check. (CALEA 17.4.2(c))
  - 5.5.1 All checks will require two signatures before they are issued to an investigator.
  - 5.5.2 Those approved to sign the Special Investigation Unit (SIU) checks are the Section Commander, SIU Sergeant, SIU Corporal, and the SIS Office Administrator. Those approved to sign the Narcotics Unit checks are the Section Commander, Narcotics Unit Sergeant, Narcotics Unit Corporal, and the SIS Office Administrator.
  - 5.5.3 Cash transfers from one account holder to another are to be avoided except under unusual circumstances. Such transfers must have prior approval of the SIS Commander or SIS supervisors.
- 5.6 When the investigator receives the check, they shall sign an advanced funds receipt detailing the investigator's name, check number, date, and the amount of the advance. (CALEA 17.4.2(b))
  - 5.6.1 The investigator shall retain the original receipt for their records.
  - 5.6.2 The issuing supervisor shall maintain the copy.
- 5.7 Investigative funds must be stored in a locked bank bag, which shall be kept in a locked storage unit, except when the funds are removed for actual use or when otherwise necessary due to the nature of the investigation.
- 5.8 Investigative funds may be used for case expenses. (CALEA 17.4.2(c))
  - 5.8.1 Case expenses have a limit of \$300.00 on any one particular case, without prior approval by the SIS Commander or an SIS supervisor. All case expenses must have an assigned case number.
    - 5.8.1(a) Examples of case expenses include:
    - 5.8.1(a.2) Undercover expenses (food, drink, motel, etc.);
    - 5.8.1(a.3) The purchase of supplies, services, minor equipment, or other items needed for the investigation that cannot or should not be acquired through normal purchasing procedures;

# **SOG 404.1**

Narcotics, Organized Crime, and Vice

Effective Date: 09/28/2017

- 5.8.1(a.4) Purchase of controlled substances;
- 5.8.1(a.5) Purchase of stolen property and/or any other item that may be evidence of a crime;
- 5.8.1(a.6) Vice operations;

[REDACTED]

[REDACTED]

5.9 The SIS Commander shall have the final authority in determining the legitimacy of expenditures from the investigative funds.

5.9.1 It is the responsibility of the account holders to ensure the expenditure is an appropriate expense. If they are unsure, they should contact the SIS Commander or their Unit Supervisor for clarification.

5.9.1(a) Account holders may be required to reimburse the investigative fund or be subject to discipline for expenses that are not approved.

5.10 All account holders who have received investigative funds are required to complete an Investigative Expense Record. (CALEA 17.4.2(a) and 17.4.2(d))

5.10.1 SIS officers will complete Investigative Expense Record reports twice per month, which are due no later than the 1<sup>st</sup> and 16<sup>th</sup> of each month.

5.10.1(a) These reports will be submitted to the appropriate supervisor on these dates, even if no expenses were incurred during that reporting period.

5.10.2 Any time an investigator uses their funds for investigative/case expenses, they will complete an expense entry on their Investigative Expense Record detailing the nature of the expense.

5.10.2(a) The entry shall contain the case [REDACTED] number, date, amount paid, detail of the item purchased, and the suspect's name, when applicable.

[REDACTED]

[REDACTED]

5.10.2(c) All other expenses require a receipt, unless approved by the investigator's supervisor. (CALEA 17.4.2(b))

5.10.3 The SIU supervisor and Narcotics Unit supervisor will be responsible for reviewing all expense reports for procedural compliance, accounting accuracy, and appropriate use of funds.

5.10.3(a) After approving the expense reports, each supervisor is

## **SOG 404.1**

Narcotics, Organized Crime, and Vice

Effective Date: 09/28/2017

responsible for making the proper entries in the appropriate database.

- 5.10.3(b) Each supervisor will keep the original expense report for their files and return the approved copy to the investigator.

- 5.10.4 If an SIS supervisor finds that an expense report does not balance, they shall conduct a thorough investigation immediately. In the event that the discrepancy is not resolved through the supervisor's investigation; the SIS Commander, CID Commander, and ISSB Commander shall be notified of the disparity in the expense report.

### **6 SEARCH WARRANT SERVICE <sup>6</sup> (CALEA 43.1.5)**

- 6.1 All search warrants will be served in accordance with RSMo Chapter 542.
- 6.2 Investigators are required to complete an operations plan and forward it to the appropriate SIS supervisor for review and approval prior to the service of the warrant.
- 6.3 Unless otherwise directed by the SIS Commander, the Special Response Team (SRT) will be utilized on all high-risk search warrants.
- 6.4 All search warrants requiring dynamic entry and/or special clearing techniques will be executed by SRT.
- 6.5 The case investigator shall notify the SRT Supervisor and provide the information necessary for a comprehensive Tactical Entry Plan including a copy of the:
- 6.5.1 Operations plan;
- 6.5.2 Search Warrant, Affidavit, and Complaint.

### **7 INTERUNIT AND INTERAGENCY COORDINATION AND ASSISTANCE <sup>7</sup> (CALEA 43.1.5)**

- 7.1 SIS officers assigned to a federal or multi-jurisdictional task force will act as liaisons for the Springfield Police Department and will coordinate interagency activities with the appropriate SIS supervisor. Requests by a task force for assistance from other sections or units within the Springfield Police Department will be made by an SIS supervisor to the appropriate commander or supervisor of the other section or unit.

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<sup>6</sup> Section 6 revised, unnecessary wording removed and capitalization change, per Policy Change Order 17-036.

<sup>7</sup> Section 7 revised, capitalization changes for consistency, per Policy Change Order 17-036.



## **SOG 404.1**

Narcotics, Organized Crime, and Vice

Effective Date: 09/28/2017

### **8 EXECUTIVE COMMAND REPORTING PROCEDURES <sup>8</sup>(CALEA 43.1.1(d))**

8.1 The SIS Commander or their designee is responsible for completing a monthly report in reference to the activities and investigations of the SIS. The SIS Commander will forward the completed report through the chain of command to the Chief of Police. This report will include:

- 8.1.1 Complaints;
- 8.1.2 Investigations;
- 8.1.3 Arrests;
- 8.1.4 Municipal Court Summons (ordinance violations);
- 8.1.5 Search Warrants;
- 8.1.6 Seizures (contraband);
- 8.1.7 Seizures of cash and property eligible for Federal forfeiture;
- 8.1.8 Cases presented for prosecution;
- 8.1.9 Training;
- 8.1.10 Personnel changes or activities;
- 8.1.11 Other pertinent information.

### **9 EQUIPMENT, TECHNICAL SUPPORT, ELECTRONIC SURVEILLANCE <sup>9</sup> (CALEA 43.1.5)**

#### **9.1 Authorized Use of Surveillance and Undercover Equipment**

- 9.1.1 Department surveillance and undercover equipment will be used to obtain intelligence information and/or evidence for a criminal investigation.
- 9.1.2 The manner in which the equipment is issued will not violate Federal or State Law.

#### **9.2 Security and Storage of Surveillance Equipment**

- 9.2.1 Specialized surveillance equipment is available at the SIS office.
- 9.2.2 All SIS surveillance equipment will be stored in a secure location when not in use.
- 9.2.3 The SIS Commander will assign investigators within their section as technical support officers.
  - 9.2.3(a) Technical support officers will receive specialized electronic surveillance equipment training and maintain surveillance equipment in a state of operational readiness.
  - 9.2.3(b) Technical support officers shall report all deficiencies to

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<sup>8</sup> Section 8 revised, routing of monthly activity report updated, per Policy Change Order 17-036.

<sup>9</sup> Section 9 revised; minor reorganized and wording changes, per Policy Change Order 17-036.

## **SOG 404.1**

Narcotics, Organized Crime, and Vice

Effective Date: 09/28/2017

the SIS Commander or SIS supervisors.

- 9.2.4 The SIS Commander, or their designee, will conduct a semiannual inspection of surveillance equipment and inventory records.
- 9.2.5 Any person using the surveillance equipment shall be required to sign in and sign out surveillance equipment on an established equipment log and record the date, time, make, and serial number of the equipment.
- 9.2.6 Requests for use of SIS surveillance equipment from officers not assigned to SIS must first be approved by their lieutenant. All requests received by SIS must be approved by the SIS Commander.

## **10 GRAFFITI MONITORING AND INVESTIGATION PROCEDURE <sup>10</sup>**

### **10.1 Initial Dispatch and Response**

- 10.1.1 Reports of graffiti vandalism will be taken by Telcom personnel if the incident is not in progress.
- 10.1.2 The Telcom employee taking the report shall attempt to identify the property owner and ascertain if they wish to prosecute.
- 10.1.3 If the graffiti is located on public property, Telcom employees will notify the City Public Information Office so the location can be placed on the list for graffiti eradication.

### **10.2 Classification**

- 10.2.1 The SIS Sergeant, with knowledge of gang culture, will routinely check the RMS to locate graffiti reports, review those reports, and classify them as “Gang Graffiti” or “Other Graffiti”.
- 10.2.2 If classified as “Other Graffiti”, the SIS Sergeant will notify the Property Crimes Sergeant of the case.
  - 10.2.2(a) The Property Crimes Sergeant will review the case for possible assignment.
- 10.2.3 If classified as “Gang Graffiti”, the SIS Sergeant may assign an SIS investigator to take photographs of the graffiti and complete the case follow-up.
  - 10.2.3(a) The SIS investigator shall notify the Crime Analysis Unit by e-mail if the graffiti is gang related and reference the original case number.
    - 10.2.3(a.1) The Crime Analysis Unit shall retain the information for intelligence purposes.

## **IV Attachments**

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<sup>10</sup> Section 10 revised; wording, punctuation, and capitalization changes; per Policy Changes Order 17-036.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 06/30/2011	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>404.2</b>
<b>Accreditation Index:</b> 41.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Vice Operations		
<b>Chief of Police:</b>			

## Clandestine Drug Lab Procedures

### I Policy

It is the policy of the Springfield, Missouri Police Department to conduct aggressive, comprehensive and coordinated investigations to detect and provide for the safe handling and disposal of clandestine drug laboratories, and/or their components by properly trained and equipped specialists.

### II Definitions

**Case Agent** – Officer that is assigned as primary investigator.

**Clandestine Drug Lab** – Any site, facility, or process where the manufacturing of illegal drugs, or imitation controlled substance has, or may occur.

**Clandestine Drug Lab Components** – Any chemicals or substance that is manufactured, purified, manipulated, reconstituted or synthesized into an illegal drug, including all containers, apparatus and equipment used in the process.

**Contamination** – Occurs anytime a person inhales airborne substances, is injected, skin penetration occurs, or a person ingests by mouth from eating, smoking or chewing prior to being completely decontaminated. Contamination is also skin contact where a splash or any contact with a substance to exposed skin occurs or where the substance passes through protective clothes or gloves. Contamination may occur to either persons or property.

## **SOG 404.2**

### **Clandestine Drug Lab Procedures**

Effective Date: 10/15/2014

**Exigent Situation** – Is defined but not limited to the following: Any situation that could result in death, serious injury, contamination to the environment, or a lab that if left unattended could result in explosion.

**Exposure** – Occurs when an employee is in close proximity to a lab, or activated chemicals and it is apparent there is a concentration of airborne, liquid or solid contaminants. Additionally, exposure occurs when there is more than simply observed vapor, dust or a noticeable odor, it must be evident to the employee that their presence, close proximity and relationship to the contaminant might create a potential health risk.

**Safety Equipment** – Normally means any personal protective clothing which includes an outer garment, hood, footwear, gloves, radio, fire extinguisher, Self Contained Breathing Apparatus (SCBA), or any other article that serves to protect the person from contamination or exposure.

**Specialist** – Any employee of the Springfield Police Department, other government agency or authorized private employee who is specially trained, certified and equipped to properly dismantle and remove the hazardous materials and waste from the clandestine lab site. A specialist may also remove lab components, precursors, reagents, manufactured drugs and other articles associated with drug production.

## **III Procedure<sup>1</sup>**

### **1 HAZARDS OF CLANDESTINE DRUG LABORATORIES**

- 1.1 Safety procedures in this directive are established with safety as the foremost consideration. All personnel should exercise extreme caution when approaching or working in the area of a suspected clandestine lab or components of a lab.
- 1.2 Potential Danger-Clandestine laboratories producing illicit drugs are frequently operated with little or no safety precautions. Immediate dangers include fire, explosion, inhalation of harmful or toxic fumes, and skin contact with dangerous chemicals. Exposure to such chemicals found in such laboratories by personnel without proper training and protection may cause immediate incapacitation, cumulative, or damaging effects to the body.
- 1.3 General Precautions – Until trained personnel arrive and take control of a suspected clandestine laboratory, or partial component lab, officers should take general precautions including:
  - 1.3.1 Recognizing that fumes can be deadly, an officer should maintain a safe distance from the suspected laboratory and avoid being downwind and downgrade from the lab. The scene should be protected as any other crime scene, with the possible exception of expanding the tape barrier consistent with the incident. The

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<sup>1</sup> III changed Procedures to Procedure, per Policy Change Order 14-066, Effective Date 10/15/2014.

## **SOG 404.2**

### **Clandestine Drug Lab Procedures**

Effective Date: 10/15/2014

expansion of the crime scene will help eliminate inadvertent exposure and cross contamination.

- 1.3.2 Refrain from entering the structure/vehicle, or moving vehicle, unless properly trained and have the necessary safety equipment to do so, or exigent circumstances exist. If exigent situations justifies entry into a suspected clandestine laboratory, the time in the laboratory should be as brief as possible. Persons entering the lab should exercise extreme care not to touch anything. Breathing of any chemicals or fumes may be hazardous. Even life saving efforts may be discouraged by unprotected officers if such action requires the rescuer to enter a confined space such as an underground laboratory, a trailer with a single access point, or buried vehicle or container, etc.
- 1.3.3 Employees should never attempt to smell, taste, or touch chemicals or substances from a suspected clandestine lab.
- 1.3.4 Employees should refrain from eating, drinking, smoking, chewing gum or tobacco and from placing their hands to their mouth or face.
- 1.3.5 Persons should wash hands, face and exposed skin immediately upon leaving the area of a clandestine lab. If a person has been contaminated by physical contact that person should seek immediate decontamination by either the Fire Department or DEA.
- 1.3.6 Personnel should isolate the structure or vehicle involved and the immediate area to provide the maximum protection possible to persons in the area.
- 1.3.7 Previous clandestine laboratory cases have reported suspects throwing, or attempting to throw, toxic, volatile or caustic chemicals on law enforcement officers, thereby creating a substantial risk of serious harm, or death. Officers may need to consider the use of deadly force to stop the suspect's act in these situations.
- 1.3.8 Booby traps are uncommon, but officers should be aware they have been found in some labs. Some possible booby traps are:
  - 1.3.8(a) Containers of solvents wired to electrical sources.
  - 1.3.8(b) Trip wires.
  - 1.3.8(c) Wired refrigerators, drawers or rooms.
  - 1.3.8(d) Boards with nails.
  - 1.3.8(e) Chemical reactions (e.g. acid spilled into cyanide).

## **2 PATROL OFFICER RESPONSIBILITIES**

- 2.1 Field personnel finding or having knowledge of a clandestine laboratory or components will immediately notify the Special Investigations-Narcotics office, or duty officer. (CALEA 41.2.4 – 5<sup>th</sup> Edition)

## **SOG 404.2**

### **Clandestine Drug Lab Procedures**

Effective Date: 10/15/2014

- 2.2 Officers should secure possible suspects, keeping in mind possible contamination of the suspects and officers.
- 2.3 Officers should seek medical attention if required.
- 2.4 Officers may be required to provide security during the processing of the laboratory/vehicle, if needed.
- 2.5 Patrol officers will relinquish control of the crime scene to narcotics officers upon their arrival. (CALEA 41.2.4 – 5<sup>th</sup> Edition)
- 2.6 Where a lab is known, or highly suspected, patrol officers should notify the narcotics duty officer who will assess the situation and may also notify the Fire Department hazardous materials team for ventilation and decontamination procedures. (CALEA 41.2.4 – 5<sup>th</sup> Edition)
- 2.7 In some situations such as vehicle stops, knock and talks, and response to other police calls, officers may find themselves at an active lab site. Officers should be guided by the following and other considerations when making decisions on how to proceed:
  - 2.7.1 Rapid shutdown of certain chemicals and processes can result in fire, explosion and toxic waste release.
  - 2.7.2 When suspects realize police are on the scene, they frequently try to dump the drugs and chemicals into the sewer system. This action can cause explosion on location, or in neighboring homes and businesses causing collateral damage and contamination to innocent people and property.
  - 2.7.3 Officers must realize that many police situations are inherently dangerous. When making decisions on in-progress crimes where hazardous materials are present, officers must balance their decisions between the needs to secure the suspects, protection of evidence and stopping environmental contamination by hazardous materials and waste AGAINST the safety needs of the innocent citizens and officers. Entry may be an appropriate course of action to reduce the risk of fire, explosion, and toxic release into the environment and limit overall contamination. Officers should attempt to remain undetected as long as possible.
  - 2.7.4 Juveniles- Under Missouri law RSMO 568.045, persons may be arrested for Endangering the Welfare of a Child when they manufacture illicit drugs in the presence of a juvenile. If officers find juveniles on scene, they should immediately take them away from the lab. Officers should contact the Department of Family Services who may take custody of the juvenile. The officer's authority to remove the child comes from RSMO 210.125. In addition, RSMO 210.115 places police officers under mandatory reporting guidelines. (CALEA 41.2.4 – 5<sup>th</sup> Edition)

## **SOG 404.2**

### **Clandestine Drug Lab Procedures**

Effective Date: 10/15/2014

## **3 NARCOTICS UNIT PROCEDURES AND RESPONSIBILITY**

### **3.1 Organization and Supervision**

- 3.1.1 The Narcotics supervisor or designee will be responsible for overall direction of all clandestine drug lab (CDL) operations. This does not preclude the direction of DEA, OSHA, DNR, EPA, or other responsible parties.
- 3.1.2 The Narcotics supervisor will review and approve all CDL case investigations.
- 3.1.3 The Narcotics supervisor will ensure that all narcotics officers who are asked to collect evidence or dismantle a lab are fully trained and equipped with Level C protective equipment such as Tyvex suits, Air Purifying Respirators (APR), or Self Contained Breathing Apparatus (SCBA), and Nitrile gloves and boot covers. Equipment should also include an Explosive vapor monitor and a phosphine gas monitor. The supervisor is also responsible for the certification and recertification of these officers.
- 3.1.4 The Narcotics supervisor will ensure that all federal, state and local laws and regulations are adhered to, specifically, OSHA National standards as outlined in the Code of Federal Regulations (CFR) Title 29, Part 1910 with special emphasis on 29 CFR 1910.120 (Hazardous Waste Operations and Emergency Response – HAZWOPER).
- 3.1.5 The Narcotics supervisor may call numerous other governmental agencies and ancillary services to assist in the appropriate and safe handling of the lab and components. Narcotics personnel will notify the DEA immediately at the onset of the investigation. Some of the organizations are listed as follows: (CALEA 41.2.4 – 5<sup>th</sup> Edition)
  - 3.1.5(a) Drug Enforcement Administration (DEA)
  - 3.1.5(b) Department of Family Services (DFS)
  - 3.1.5(c) Department of Natural Resources (DNR)
  - 3.1.5(d) Environmental Protection Agency (EPA)
  - 3.1.5(e) Springfield Fire Department Haz-Mat Team
  - 3.1.5(f) Springfield Health Department
  - 3.1.5(g) Special Response Team (SRT)

### **3.2 Investigative Responsibility/ Case Agent**

- 3.2.1 The case agent is responsible for the preservation, collection, submission and presentation of evidence. Extensive photographs should be taken before evidence is collected. Flash bulbs should not be used due to the explosive nature of labs. Strobes should be used on cameras.

## **SOG 404.2**

### **Clandestine Drug Lab Procedures**

Effective Date: 10/15/2014

- 3.2.2 The case agent is responsible for, or causing the acquisition of a search warrant, where appropriate.
- 3.2.3 The CDL case agent will coordinate with SRT, providing all pertinent information for high-risk search warrant execution.
- 3.2.4 The CDL case agent will coordinate liaison with other law enforcement and Criminal Identification personnel. All evidence should be considered and marked “contaminated” and must be packaged as such.
- 3.2.5 The case agent will complete the National Clandestine Laboratory Seizure Report (NCLSR) and forward the report to the El Paso Intelligence Center (EPIC), and the NET Sergeant.
  - 3.2.5(a) The NET Sergeant will forward the NCLSR reports to the SIS Commander on a monthly basis. The SIS Commander will ensure that all labs associated with the NCLSR reports are placed on the meth lab map, which is located on the Department’s website.
- 3.2.6 The case agent will notify the Division of Environmental Health of the Springfield-Greene County Health Department of any dwelling, business or mobile living quarters that has housed a Clandestine Drug Laboratory. The case agent will also identify and contact the property owner about the CDL that was located within the owner’s property.
- 3.2.7 The CDL case agent will be responsible for the packaging and disposal of all items that are considered non-evidence due to their hazardous nature. All items that are considered non-evidence will be transported to a Missouri Department of Natural Resources (MODNR) hazardous materials bunker for disposal by the CDL case agent. Prior to transport, the case agent will package these items per MODNR hazardous materials packaging guidelines.
- 3.2.8 When the CDL case agent places items in the MODNR bunker, they will place a copy of the NCLSR in the bunker, along with a completed Meth Lab Emergency Response Shipping form. The CDL case agent will ensure that all items placed in the bunker have the case number written on them.
- 3.3 Posting and Clean-up Procedures
  - 3.3.1 The case agent will ensure that clandestine sites which pose a continuing hazard are conspicuously posted with the DEA warning placard (DEA Form 483) or similar warning. This includes vehicles in which laboratory components are seized.
  - 3.3.2 The case agent will attempt to notify the owner of the property on which a clandestine laboratory is located that future occupancy of the property is potentially hazardous. The case agent should inform the owner of the property that clean-up and removal of hazardous



## **SOG 404.2**

### **Clandestine Drug Lab Procedures**

Effective Date: 10/15/2014

substances are the owner's responsibility and information for proper clean-up may be obtained from the Department of Natural Resources. When the owner is contacted personally by the case agent, that fact should be noted in the appropriate report. Notification may also be made by mail.

## **4 EXPOSURE/CONTAMINATION REPORTING PROCEDURES AND INFORMATION**

### **4.1 Employee Reporting**

4.1.1 All employees who are exposed to a laboratory, who can see vapor and/or smell chemicals, but suffer no obvious effects should complete a Chemical/Hazardous Exposure Report, SPD Form # 98-IN-0302.<sup>2</sup>

4.1.1(a) A headache or similar symptoms can be captured on the Chemical/Hazardous Exposure Report without completing an injury packet if medical attention is not required.<sup>3</sup>

4.1.1(b) If at a later date the employee wants to seek medical attention, for example a headache will not go away, a full injury packet along with the Chemical/Hazardous Exposure Report will need to be submitted through normal channels.

4.1.2 When an employee has been exposed or contaminated, is incapacitated, overcome, is ill, has been injected, ingested or has difficulty breathing the employee should seek medical attention immediately. The employee must complete an IDC, SPD Form # 94-AD-0062 reference the injury, City of Springfield Workers' Compensation Incident Report, and Chemical/Hazardous Exposure Report, SPD Form # 98-IN-0302.<sup>4</sup>

### **4.2 Records Processing and Storage**

4.2.1 If medical treatment is requested the original copy of the Chemical/Hazardous Exposure Report, SPD Form # 98-IN-0302 will be sent immediately to the Human Resources Department along with other required reports. The Chemical/Hazardous Exposure Report will be placed in the Confidential Workers' Compensation file. A copy for the Chemical/Hazardous Exposure Report will be sent to the Narcotics Supervisor.<sup>5</sup>

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2 Section 4.1.1 corrected grammar, punctuation and title of the form, per Policy Change Order 14-066, Effective Date 10/15/2014.

3 Section 4.1.1(a) and 4.1.1(b) new, added procedures regarding medical attention and supervisory notification, per Policy Change Order 14-066, Effective Date 10/15/2014.

4 Section 4.1.2 corrected title of the form, per Policy Change Order 14-066, Effective Date 10/15/2014.

5 Section 4.2.1 revised reporting procedures and corrected title of the form, per Policy Change Order 14-066, Effective Date 10/15/2014.

## **SOG 404.2**

### **Clandestine Drug Lab Procedures**

Effective Date: 10/15/2014

- 4.2.2 If no medical treatment is required the original Chemical/Hazardous Exposure Report will be sent to the Narcotics Supervisor who will file it in a secured file cabinet within his office.<sup>6</sup>
      - 4.2.2(a) The reports will be filed in chronological order.
    - 4.2.3 In the event it becomes necessary, the City may access police records where police reports and lab analysis reports identify the chemicals in each event where an employee was exposed.
  - 4.3 Occupational Diseases
    - 4.3.1 Disease of the lungs or respiratory tract or disease of the heart or cardiovascular system, including carcinoma, may be recognized as occupational diseases for the purposes of Chapter 287 RSMo, and are defined to be disability due to exposure to smoke, gases, or inadequate oxygen, for peace officers certified pursuant to Chapter 590 RSMo, or any person assisting in the cleanup or disposal if a direct causal relationship is established to exposure to an illegal controlled substance manufacturing laboratory.
- 5 CERTIFICATION OF LAB SPECIALIST AND PHYSICALS
- 5.1 Specialist Certification
    - 5.1.1 All employees who actively engage in dismantling a clandestine lab must be fully equipped and certified by the DEA. All certified lab specialists must also attend and successfully complete the Missouri Department of Natural Resources Hazardous Materials Packaging/Transport training.
    - 5.1.2 All specialists who were certified must re-certify every year.
      - 5.1.2(a) A copy of their re-certification certificate will be filed by the Narcotics supervisor.
      - 5.1.2(b) The Narcotics Supervisor will also ensure a Training Activity Report, SPD Form # 94-SP-0157 is completed and forwarded to the Training Unit with a copy of the re-certification certificate.
  - 5.2 Physical Evaluation
    - 5.2.1 All specialists shall receive a physical evaluation prior to being allowed in the Clandestine Drug Lab certification schools. This establishes a physical baseline.
    - 5.2.2 All specialists must submit to a physical examination every 22 months or anytime they are obviously contaminated and exhibit signs of incapacitation or injury.

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<sup>6</sup> Section 4.2.2 revised reporting procedures, per Policy Change Order 14-066, Effective Date 10/15/2014.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.1</b>
<b>Accreditation Index:</b> 61.4.3 <sup>1</sup>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## Custody and Non-Custody Tows

### I Policy

Numerous situations may occur that require police personnel to have vehicles towed, including custody and non-custody situations, on both public and private property. The Department hereby establishes this policy for impounding motor vehicles and processing custody and non-custody vehicle tows by its employees as required in Municipal Code (Chapter 106) and Missouri Revised Statutes (304.155 and 304.157).

### II Definitions

**Vehicle** – A general term to describe any self-propelled device with a motor and a vehicle identification number (VIN), a boat or vessel, or trailer, designed to carry passengers or property.

**Custody Tow** – A vehicle towed for any of the following reasons:

- The driver or owner is arrested;
- Illegally parked;
- Recovered after being reported stolen or borrowed and not returned;
- Abandoned;
- Disabled on a public street;
- Ordered removed by the Police Department or other authorized agent of the City because of a violation of law (including trespass on private property);
- Impounded for evidentiary or inventory purposes;
- Ordered removed from private or public property by the Municipal Court under the nuisance ordinances of the City;

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<sup>1</sup> Accreditation index revised, 5<sup>th</sup> Edition removed from CALEA standard, per Policy Change Order 17-038

## **SOG 405.1**

### **Custody and Non-Custody Tows**

Effective Date: 09/28/2017

- Tows resulting from crashes where the operator of a vehicle is not available for contact or incapacitated to the extent that they are unable to request a tow service.

**Non-Custody Tow** – Where a citizen is requesting assistance in the towing of a vehicle.

## **III Procedure**

### **1 CONTRACT TOW COMPANY**

#### **1.1 General Information**

- 1.1.1 All Custody Tows shall be towed by the Contract Tow Company.
- 1.1.2 Police Department vehicles needing to be towed shall be towed by the Contract Tow Company.
- 1.1.3 The Contract Tow Company will tow all Custody Towed vehicles to their storage facility unless otherwise directed by an Officer.
- 1.1.4 The Contract Tow Company is required to respond to the location within forty (40) minutes after notification by the Communications Center.
  - 1.1.4(a) Exception: During periods of extraordinary weather conditions, as determined by the Chief of Police or his designee, the Contract Towing Company's response time can be extended.
  - 1.1.4(b) If the Contract Towing Company is unable to or does not respond within sixty (60) minutes, the officer shall contact their supervisor. The supervisor can request the Communications Center to contact the first tow company listed on the monthly Tow List to tow the vehicle.
- 1.1.5 The Contract Tow Company is responsible for the removal of all vehicle parts, glass, small amounts of vehicular fluids, and other debris from the road and surrounding area; but may do so only after receiving authorization from an officer at the scene.
  - 1.1.5(a) The Contract Tow Company will not be required to clean up large spills of liquids or solid materials.
  - 1.1.5(b) Clean up of debris or spills classified as hazardous materials by the U.S. Department of Transportation will not be a responsibility of the Contract Tow Company.

### **2 CUSTODY TOWS (CALEA 61.4.3(c))**

#### **2.1 General Information**

- 2.1.1 When Custody Towing a vehicle, personnel shall complete a Tow Report (Missouri Department of Revenue Crime Inquiry and

## **SOG 405.1**

### **Custody and Non-Custody Tows**

Effective Date: 09/28/2017

Inspection Report / Authorization to Tow, DOR Form # 4569) which shall serve as the written record of all vehicles towed at the direction of police personnel. (CALEA 61.4.3(c))

- 2.1.1(a) The inventory section of the Tow Report shall be completed as follows:
  - 2.1.1(a.1) The inventory section must be completed in all cases.
  - 2.1.1(a.2) Vehicles that are locked or otherwise inaccessible shall be noted as such on the Tow Report and a plain view inventory shall be conducted.
  - 2.1.1(a.3) All property with an estimated value of \$25 or more shall be documented.
  - 2.1.1(a.4) All property with an estimated value of less than \$25.00 shall be entered as "Miscellaneous..." (articles, papers, effects, etc.).
  - 2.1.1(a.5) Any situation that prevents an inventory from being completed shall be documented in the inventory section.
  - 2.1.1(a.6) Closed containers, whose contents are unascertainable from examining the containers' exterior, found in the vehicle during inventory may be opened by the officer to properly log the contents of said container.
- 2.1.1(b) When there is a need to maintain custody of a towed vehicle, personnel completing the Tow Report shall contact their supervisor and request permission to place a hold on the vehicle. If approved by the supervisor, the officer will write "Hold for [Criminal Investigations Persons Section, Criminal Investigations Property Section, Special Investigations Section, LSOC, etc.]" in large letters on top of the tow sheet. The officer shall also document in their report the reason for the hold and who approved it. <sup>2</sup>
  - 2.1.1(b.1) The release of such vehicles must be authorized by the officer assigned to the follow-up investigation in the incident or an appropriate supervisor at or above the

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<sup>2</sup> Section 2.1.1(b) revised, vehicle hold procedure modified, per Policy Change Order 17-038.

## **SOG 405.1**

### **Custody and Non-Custody Tows**

Effective Date: 09/28/2017

rank of sergeant.

- 2.1.1(c) Appropriate copies of the Tow Report shall be provided to the tow driver with the remaining copies being turned in to the MULES desk at HQ Central Records as soon as possible.
  - 2.1.2 When the violator is not physically contacted (such as in cases of abandoned vehicles, illegal parking, etc.), the officer shall issue a summons for the appropriate charge and give the violator's copy to the tow operator to present to the owner upon claiming the vehicle:
    - 2.1.2(a) All remaining copies of the summons shall be forwarded to the Records Section.
  - 2.1.3 When conducting a Custody Tow, a member of the police department shall remain with the vehicle until the Contract Tow Company removes it from the scene.
  - 2.1.4 In cases where the vehicle to be Custody Towed has been attached to or loaded onto the Contract Tow Company truck but has not yet been removed from the scene, a person with a legal right to the vehicle may gain release of the vehicle at the scene.
    - 2.1.4(a) The claimant is responsible for all tow charges.
    - 2.1.4(b) The officer shall complete a Property Release Form (SPD Form #02-SP-0454) and forward it to Central Records with the Tow Report.<sup>3</sup>
  - 2.1.5 If a person with a legal right to the vehicle to be towed arrives on the scene prior to the Contract Tow Company attaching to the vehicle in any manner, no charges shall be incurred and the vehicle can be released.
- 2.2 Officers Towing from Public Right-of-Way or City-Owned Property (CALEA 61.4.3(b))
  - 2.2.1 Officers (to include Traffic Service Officers) may immediately tow a vehicle from the public right-of-way or City-owned property under the following circumstances:
    - 2.2.1(a) When the vehicle creates a safety hazard;
    - 2.2.1(b) The vehicle has been reported as stolen, taken without consent of the owner, or borrowed and not returned;
    - 2.2.1(c) When the driver is arrested and cannot arrange for timely removal of the vehicle;
    - 2.2.1(d) The driver of the vehicle is incapacitated as a result of a motor vehicle crash and is not capable of requesting a tow service;

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<sup>3</sup> Section 2.1.4(b) revised, form reference changed for consistency, per Policy Change Order 17-038.

## **SOG 405.1**

### **Custody and Non-Custody Tows**

Effective Date: 09/28/2017

- 2.2.1(e) The vehicle is parked in a no parking zone and the officer has supervisory approval to tow;
  - 2.2.1(f) The vehicle is parked in the designated route of a special event or dignitary visit and the officer has supervisory approval to tow;
  - 2.2.1(g) The vehicle is parked/abandoned in a prohibited area, on City-owned property, which is posted in a manner giving notice to the public that such action is a violation of City ordinance. (CALEA 61.4.3(a))
    - 2.2.1(g.1) If the City-owned property is not posted; it will be treated as if it were privately owned.
  - 2.2.1(h) Any other situation as listed in Municipal Code, Section 106-101 and allowed under RSMO 304.155.
- 2.2.2 Officers may tow an abandoned vehicle (Municipal Code, Sections 106-34 & 106-101) from the public right-of-way, after 48 hours, once the following criteria have been met. (CALEA 61.4.3(a))
  - 2.2.2(a) The officer will obtain an event number and place an Abandoned Vehicle Sticker (SPD Form # 94-OP-0112) on the window.
  - 2.2.2(b) The officer shall mark the vehicle tire and roadway in a manner that will allow for determination as to whether the vehicle has moved during the 48-hour period.
  - 2.2.2(c) The officer shall return after 48 hours to check the vehicle and tow it if in violation or make arrangements with another officer to do so.
  - 2.2.2(d) The original event number will be referenced to obtain a corresponding case number for reporting purposes.
  - 2.2.2(e) An operable vehicle which displays a valid license and current inspection certificate, when legally parked in view of owner's residence, is not to be considered abandoned/unattended under Municipal Ordinance Section 106-34, even if it is not moved for 48 hours.
- 2.3 Officers Towing from Private Property (CALEA 61.4.3(b))
  - 2.3.1 Missouri Revised Statute 304.157 determines when officers may tow from private property and enacts criminal penalty for removal of an abandoned vehicle in violation of this statute.
  - 2.3.2 Officers may tow from private property if a vehicle has been abandoned for 48 hours and the property owner or their designee did not give permission for the vehicle to be left there. The same rules as for tagging and marking a vehicle on the public right-of-way apply. (CALEA

## **SOG 405.1**

### **Custody and Non-Custody Tows**

Effective Date: 09/28/2017

#### 61.4.3(a))

2.3.2(a) In accordance with Municipal Code (Sections 106-532 and 106-533), the owner or their designee in charge of the property must have previously posted signs using the words “no trespassing,” “no parking,” or words with similar meaning in order for there to be a presumption that the registered owner committed the violation of vehicular trespass.

2.3.2(a.1) If the property is not posted and the officer is not able to determine who parked/abandoned the vehicle, the officer should explain to the owner or their designee the procedure for having the vehicle towed on their own behalf, as outlined in Section 3.1 of this policy.

2.3.2(b) Unless it is creating a safety hazard or causing unreasonable interference, officers shall not tow vehicles from apartment complex lots OR rental properties at the request of a landlord, due to the difficulties in determining whether a trespassing violation has occurred. Officers will advise the property owner/manager how to have the vehicle towed on their own behalf, as explained in Section 3.1.

2.3.2(c) The property owner or their designee must co-sign a summons for vehicular trespassing (Section 106-532) with the officer.

2.3.3 Officers may tow immediately from private property under the following circumstances:

2.3.3(a) The vehicle unreasonably interferes with immediate use of the real property by the person in possession, the property was previously posted “no trespassing” or “no parking”, and the property owner or their designee did not give permission for the vehicle to be left there.

2.3.3(a.1) If the property is not posted, the officer must conduct follow-up to determine who parked/abandoned the vehicle.

2.3.3(a.2) Depending on the level of inconvenience being created; the officer may, as an alternative, explain to the owner or their designee the procedure for having the vehicle towed on their own behalf, as outlined in Section 3.1 of this policy.



## **SOG 405.1**

### **Custody and Non-Custody Tows**

Effective Date: 09/28/2017

- 2.3.3(a.3) The property owner or their designee must co-sign a summons for vehicular trespassing (Section 106-532) with the officer.
- 2.3.3(b) Any vehicle which has been reported as stolen, taken without the owner's consent, borrowed and not returned, or based on the condition of the vehicle gives the officer reason to believe it has been stolen but not yet reported as such (e.g. punched lock, etc.).
- 2.3.3(c) In the judgment of the officer, the abandoned vehicle constitutes a safety hazard.
- 2.3.2(d) The driver is arrested and cannot arrange for timely removal of the vehicle.

## **3 NON-CUSTODY TOWS**

### **3.1 Towing of Vehicles by Private Citizens Without Authorization from Law Enforcement**

3.1.1 In certain situations, Missouri Revised Statute 304.157 allows private citizens to have vehicles towed from property legally under their control. The owner, lessee, property manager, or security manager of the private property may have vehicles towed under the following circumstances.

- 3.1.1(a) Abandoned property is left unattended on owner-occupied residential property with four residential units or less and the owner, lessee, or agent in lawful control of the real property has notified the Springfield Police Department Telcom desk, obtained an event number, and 10 hours have elapsed since notification.
- 3.1.1(b) Abandoned property is left unattended on private property and the owner, lessee, or agent in lawful control of the real property has notified the Springfield Police Department Telcom desk, obtained an event number, and 96 hours have elapsed since notification.
- 3.1.1(c) Signs are displayed in plain view at all entrances to the property stating public parking is prohibited. [In this circumstance, no waiting period or notification of the police department is required prior to removal.] Signs shall meet the following requirements.
  - 3.1.1(c.1) Signs shall be no less than 17 by 22 inches in size.
  - 3.1.1(c.2) Lettering shall not be less than one inch

## **SOG 405.1**

### **Custody and Non-Custody Tows**

Effective Date: 09/28/2017

- in height.
    - 3.1.1(c.3) Language shall clearly state public parking is prohibited and unauthorized abandoned property or property parked in a restricted or assigned area will be removed at the owner's expense.
    - 3.1.1(c.4) Signs shall disclose the maximum fee for all charges relating to towing and storage.
    - 3.1.1(c.5) Signs shall also include the telephone number for the Springfield Police Department or a 24-hour staffed emergency number which the owner of the removed property may call to receive information regarding its location.
  - 3.1.2 Any owner, lessee, property manager, or security manager in lawful control of real property who requests a towing company to tow abandoned property without authorization from a law enforcement officer shall complete an Abandoned Property Report, DOR Form #4669.
    - 3.1.2(a) Tow operators will typically have Abandoned Property Report forms available.
    - 3.1.2(b) Once completed, the Abandoned Property Report must be delivered to the Springfield Police Department Records Section by the tow company. If the vehicle is towed from property where there is signage, the report must be delivered within two (2) hours of the vehicle's removal. Otherwise, the report must be delivered within 24 hours of the vehicle being towed.
    - 3.1.2(c) Upon delivery to the Records Section, the report must be signed by a sworn officer. If available, the information concerning ownership and lien holders of the vehicle will be completed.
    - 3.1.2(d) A copy of the report will be returned to the tow company and a copy will be retained by the Records Section for entry into the MULES System.
- 3.2 Towing Motor Vehicles at the Request of the Owner
  - 3.2.1 The owner of a motor vehicle may request any tow company to tow their vehicle if it is not in the custody of law enforcement.
  - 3.2.2 Consideration should be given to the situation and the amount of time needed by a particular tow service to respond. For example, if the

## **SOG 405.1**

### **Custody and Non-Custody Tows**

Effective Date: 09/28/2017

vehicle is creating a traffic congestion problem, the tow service should be able to respond within 40 minutes.

3.2.3 If the vehicle driver/owner has no preference for a tow company, police personnel shall have the owner select a tow company from the authorized Non-Custody Tow List.

3.2.4. The Inspections and Internal Affairs Unit shall publish and distribute the Non-Custody Tow List monthly.

3.2.5 Police Personnel shall not recommend any tow service.

## **4 RELEASE OF CUSTODY TOWED VEHICLES**

4.1 The Records Section is responsible for owner notification and the release of custody towed vehicles in accordance with applicable City Ordinances and State Statutes.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/31/2013	<b>Supersedes Policy Dated:</b> 12/31/2009	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.2</b>
<b>Accreditation Index:</b> 61.1.2, 61.1.5 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## Uniform Traffic Enforcement Policies

### I Policy

It is the policy of the Springfield Police Department to enforce the traffic laws of the city and the state in a manner that is as uniform as possible. Due to the varying circumstances that can occur, total uniformity is not possible. All personnel who take enforcement action must use their discretion and good judgment while engaged in traffic enforcement activities.<sup>1</sup>

### II Definitions

### III Procedure

There are a number of basic procedures for the handling of certain traffic violations that are uniform in nature. Department members involved in traffic enforcement activities must make the final decision on the type of enforcement action to be taken based on their training, experience, and common sense.

#### 1 IMPAIRED DRIVERS (CALEA 61.2.2(a) and 61.1.5(a) - 5<sup>th</sup> Edition)

- 1.1 Persons who are impaired due to the use of alcohol or drugs present a significant threat to the safety and welfare of everyone who uses city streets and highways. Department members shall be constantly alert for impaired drivers and shall take a proactive approach in removing these drivers.
- 1.2 Persons suspected of driving or operating a motor vehicle while intoxicated must be removed from the streets. Officers shall arrest drivers for whom there is sufficient probable cause to believe the drivers are intoxicated.

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<sup>1</sup> Policy Statement corrected typographical error, per Policy Change Order 13-105, Effective Date 12/31/2013.

## **SOG 405.2**

### **Uniform Traffic Enforcement Policies**

Effective Date: 12/31/2013

- 1.3 When officers contact impaired individuals who are attempting to operate a motor vehicle, the officers must make arrangements to ensure these people do not drive.
- 2 **DRIVING PRIVILEGES SUSPENDED OR REVOKED (CALEA 61.2.2(b) and 61.1.5(b) - 5<sup>th</sup> Edition)**
  - 2.1 During traffic enforcement activities, officers will encounter drivers who have had their driving privileges suspended or revoked.
  - 2.2 Officer shall take the appropriate action by citing these drivers to court.
    - 2.2.1 If the driver is cited into state court, the officer shall indicate the probable cause circumstances for the vehicle stop on either the first page of the summons (example: P/C No License Plate Displayed) or in the Incident Report if appropriate.
  - 2.3 After the traffic stop has been completed, officers shall not allow these drivers to continue to drive.
    - 2.3.1 The violator may request a person, who is a licensed driver, be called to pick up the vehicle if it can be done within a reasonable amount of time.
    - 2.3.2 If the vehicle is legally parked, the owner or driver may leave it there at their own risk.
    - 2.3.3 If the vehicle is on private property, it may be left there with the permission of the property owner or an employee if left on a commercial lot.
    - 2.3.4 The vehicle may be non -custody towed at the owner's request.
    - 2.3.5 If no other alternative exists, the officer may custody tow the vehicle.
      - 2.3.5(a) Officers shall complete a Missouri Department of Revenue Crime Inquiry and Inspection Report / Authorization to Tow, Form # MO 860-2695 (DOR 4569).
- 3 **SPEEDING VIOLATIONS (CALEA 61.2.2(b), 61.2.2(c) and 61.1.5(c) - 5<sup>th</sup> Edition)**
  - 3.1 Officers should always be alert to speeding violations around them. When observed, violators should be stopped.
  - 3.2 When the violator has been stopped the officer has discretion to take the following action:
    - 3.2.1 Verbal warning;
    - 3.2.2 Written warning;
    - 3.2.3 Traffic summons;
    - 3.2.4 Officers should not make a physical arrest unless approved by a supervisor. (CALEA 61.2.2(a) - 5<sup>th</sup> Edition)

## **SOG 405.2**

### **Uniform Traffic Enforcement Policies**

Effective Date: 12/31/2013

- 3.3 Individual officers may use their discretion within the following guidelines:
  - 3.3.1 Drivers exceeding the posted speed limit may be warned or cited;
  - 3.3.2 Officers observing a driver flagrantly exceeding the posted speed limit should attempt to stop the violator.
    - 3.3.2(a) The officer shall continuously assess the danger in catching up to the violator.
    - 3.3.2(b) Once stopped, the officer should issue a summons unless information gathered during the stop indicates otherwise.
- 4 OTHER HAZARDOUS MOVING VIOLATIONS (CALEA 61.2.2(b), 61.2.2(c) and 61.1.5(d) - 5<sup>th</sup> Edition)
  - 4.1 A number of different hazardous moving violations are committed by drivers. Many of the violations can result in motor vehicle crashes, injuries and death. Officers shall be alert to this type of violation and take the appropriate action with the violators.<sup>2</sup>
  - 4.2 Some hazardous moving violations may include, but are not limited to:
    - 4.2.1 Careless and Imprudent driving;
    - 4.2.2 Following Too Close;
    - 4.2.3 Improper Turn;
    - 4.2.4 Failure to Yield the Right-of-Way;
    - 4.2.5 Disobey a Traffic Signal or Stop Sign;
    - 4.2.6 Speed Too Great for Existing Conditions.
- 5 OFF-ROAD VEHICLE VIOLATIONS (CALEA 61.1.5(e) - 5<sup>th</sup> Edition)
  - 5.1 Various city ordinances deal with the operation of motor vehicles off of road ways. Officers should be familiar with these ordinances and take the appropriate action with violators.
  - 5.2 Officers may take enforcement action against drivers who operate a motor vehicle on private property who are intoxicated or who operate in a careless and imprudent manner.
  - 5.3 City ordinances prohibit the operation of motor vehicles within city parks.
- 6 EQUIPMENT VIOLATIONS (CALEA 61.1.5(f) - 5<sup>th</sup> Edition)
  - 6.1 Officers may take enforcement action against the operators of motor vehicles that are in violation of the various laws and ordinances dealing with equipment on the vehicles. Officers should use their discretion when determining whether to issue a warning or summons.

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2 Section 4.1 changed accidents to crashes, per Policy Change Order 13-105, Effective Date 12/31/2013.

## **SOG 405.2**

### **Uniform Traffic Enforcement Policies**

Effective Date: 12/31/2013

- 7      **COMMERCIAL VEHICLE VIOLATIONS (CALEA 61.1.5(g) - 5<sup>th</sup> Edition)**
  - 7.1      State Law requires many operators of commercial vehicles to possess a valid Commercial Driver's License (CDL). Officers should be familiar with the special restrictions and requirements for persons with CDLs and should take appropriate action in regards to violations.
  - 7.2      Officers may request the assistance of the Missouri State Highway Patrol Commercial Vehicle Inspectors for the inspection of commercial motor vehicles as needed. Officers may order a vehicle be transported to the nearest MSHP weigh station for vehicle weight measurement or equipment inspection. Either the MSHP Commercial Motor Vehicle Inspector or the SPD officer may issue the appropriate summons.
  - 7.3      If the vehicle is inoperable or suspected of being unsafe to operate, the officer may tow the vehicle pursuant to SOG 405.1, Custody and Non-Custody Tows.
- 8      **NON-HAZARDOUS VIOLATIONS (CALEA 61.1.5(h) - 5<sup>th</sup> Edition)**
  - 8.1      Many laws and ordinances exist that govern motor vehicle operations that are not hazardous moving violations. Officers shall be familiar with such laws and be attentive to violations. Some of these violations require special emphasis by police personnel.
  - 8.2      Child restraint laws are often violated. Since a child who is not properly secured in a motor vehicle is at great risk in the event of a crash, officers should be alert to such violations. Officers may use their discretion on the type of enforcement action to be taken on such violations. Officers should ensure that the violator understands the law and attempt to gain compliance.<sup>3</sup>
  - 8.3      Seat belt laws should be enforced when violators are stopped for other violations.
- 9      **MULTIPLE VIOLATIONS (CALEA 61.2.2(b), 61.2.2(c) and 61.1.5(i) - 5<sup>th</sup> Edition)**
  - 9.1      Often a traffic law violator will violate more than one law or ordinance at a time. Officers may issue citations for all violations observed or may issue a citation for the most serious violation and issue warnings for the other violations.
  - 9.2      When multiple violations are cited, the officer should cite the violator to one court.
    - 9.2.1      For example, when citing a person arrested for DWI and the person is to be cited into Associate Circuit Court all other violations associated with the same event should also be cited into Associate Circuit Court.
- 10     **NEWLY ENACTED LAWS (CALEA 61.2.2(b), 61.2.2(c) and 61.1.5(j) - 5<sup>th</sup> Edition)**

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3      Section 8.2, changed in the event of "an accident" to in the event of "a crash", per Policy Change Order 13-105, Effective Date 01/31/2013.

## **SOG 405.2**

### **Uniform Traffic Enforcement Policies**

Effective Date: 12/31/2013

- 10.1 When new laws or ordinances are enacted that govern motor vehicle operations officers should consider allowing a 30 day grace period before violators are cited to court. Depending upon the nature of the law, officers may elect to warn violators during this grace period.
- 11 VIOLATIONS RESULTING IN TRAFFIC CRASHES (CALEA 61.1.5(k) - 5<sup>th</sup> Edition) <sup>4</sup>
  - 11.1 Officers shall take the appropriate enforcement action while investigating traffic crashes. The action taken should be based upon driver's accounts, witness statements and physical evidence. When only differing driver's accounts are available it is proper to not issue any summonses.
- 12 PEDESTRIAN AND BICYCLE VIOLATIONS (CALEA 61.1.5(l) - 5<sup>th</sup> Edition)
  - 12.1 Ordinances regulate the movements of pedestrians and bicycles upon city streets. Officers should be familiar with these ordinances. Often, officers may use these ordinances as educational tools when contacting violators.

## **IV Attachments**

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<sup>4</sup> Sections 11 and 11.1, changed "Traffic Accidents" to "Traffic Crashes", per Policy Change Order 13-105, Effective Date 12/31/2013.



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.3</b>
<b>Accreditation Index:</b> 61.1.2, 61.1.3, 61.1.4, 61.1.5 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## Traffic Enforcement Procedures

### I Policy

It is the policy of the Springfield Police Department to take an aggressive, proactive approach to the enforcement of laws and ordinances governing the operation of motor vehicles. The enforcement of traffic laws is the responsibility of all sworn personnel assigned to the Uniform Operations Bureau. The goal of such traffic enforcement is to reduce the number of people killed or injured and the amount of property damage caused by motor vehicle crashes. The procedures established in regards to traffic enforcement are intended to promote an aggressive but equitable enforcement practice by members of the Springfield Police Department. The goal of any enforcement action is to gain voluntary compliance with traffic laws.

### II Definitions

### III Procedure

#### 1 ENFORCEMENT ACTIONS

1.1 Upon stopping a traffic law violator, personnel shall take one of the following enforcement actions. The nature and location of the violation shall be considered when deciding on the appropriate action to be taken.

1.1.1 On minor, non-hazardous moving violations personnel may issue the violator a verbal or written warning. The issuance of a warning shall be considered in cases of minor, inadvertent violations. (CALEA 61.1.2(c) – 5<sup>th</sup> Edition)

## **SOG 405.3**

### **Traffic Enforcement Procedures**

Effective Date: 05/31/2014

- 1.1.2 Citations shall be issued to traffic violators in lieu of a custodial arrest in cases that do not fit the criteria for the issuance of a warning. Personnel are expected to issue citations to violators of hazardous moving violations, particularly for violations that commonly contribute to motor vehicle crashes. While issuing traffic citations, emphasis shall be placed upon the quality of the case and not solely on the quantity of citations issued. (CALEA 61.1.2(b) – 5<sup>th</sup> Edition)
- 1.1.3 Custodial arrests solely for traffic violations are not authorized except in cases of intoxicated drivers or when otherwise authorized by a Bureau supervisor. (CALEA 61.1.2(a) and 61.1.5(a) – 5<sup>th</sup> Edition)

## **2 SPECIAL TRAFFIC LAW VIOLATORS**

- 2.1 A number of individuals who are stopped for traffic law violations may require special handling due to their status.
  - 2.1.1 Non-residents of the Springfield area should be handled in the same manner as residents unless they request special accommodations to be made. (CALEA 61.1.3(a) – 5<sup>th</sup> Edition)
    - 2.1.1(a) Officers may attempt to make arrangements with the proper court to take a non-resident violator immediately to court if the summons is issued during normal court hours of operation and the violator requests it.
    - 2.1.1(b) If approved by the court, officers may cite the violator to court at a time that the non-resident would be available to attend.
  - 2.1.2 Juveniles may require special handling on traffic violations. (CALEA 61.1.3(b) – 5<sup>th</sup> Edition)
    - 2.1.2(a) Missouri law allows juveniles 15 years old or older to operate a motor vehicle when in possession of a learner's permit. Violations by such persons should be handled in the same manner as adult violators.
    - 2.1.2(b) Violators 15 years of age or older shall be cited to Municipal or Associate Circuit Court, depending on the type of violation.
    - 2.1.2(c) Juveniles under the age of 15 shall be directed to report to Greene County Juvenile Court.
  - 2.1.3 Both State and Federal legislators have legal privileges in certain circumstances. (CALEA 61.1.3(c) – 5<sup>th</sup> Edition)
    - 2.1.3(a) Members of the United States Congress may not be detained for the issuance of a summons while they are in transit to or from the Congress of the U.S.

## **SOG 405.3**

### **Traffic Enforcement Procedures**

Effective Date: 05/31/2014

- 2.1.3(b) State Senators and Representatives shall be privileged from arrest in all cases except treason, a felony or a breach of the peace during the session of the General Assembly and for 15 days before the commencement and after the termination of each session.
- 2.1.4 Foreign diplomats, their families and their employees are granted certain privileges by the United States Government. (CALEA 61.1.3(d) – 5<sup>th</sup> Edition)
  - 2.1.4(a) Diplomats and their families enjoy full immunity.
  - 2.1.4(b) Employees of diplomatic missions and members of their families enjoy immunity only with respect to acts performed in the course of their official duties.
  - 2.1.4(c) The burden to claim immunity is upon the diplomat through the presentation of valid credentials. Verification of diplomatic status may be made through the State Department Consular Office during daytime hours, by calling 202-647-1985 and after hours, by calling 202-647-7277.
- 2.1.5 Military personnel shall be treated in the same manner as residents. (CALEA 61.1.3(e) – 5<sup>th</sup> Edition)

## **3 INFORMATION FOR VIOLATORS CITED TO COURT**

- 3.1 Any time a motorist is cited to appear in court on a traffic violation, the officer issuing the citation shall provide information about the violation and court appearance to the violator.
  - 3.1.1 The violator shall be informed as to the specific charge for which they have been cited.
  - 3.1.2 The violator shall be informed of the court in which they are to appear, the date and time of that appearance and the requirement that they appear. (CALEA 61.1.4(a) and 61.1.4(b) – 5<sup>th</sup> Edition)
  - 3.1.3 Violators cited into Municipal Court for violations listed on the Municipal Court "pay by mail envelope" shall be supplied with an envelope and shall have the procedures for using the envelope explained to them. (CALEA 61.1.4(b) and 61.1.4(c) – 5<sup>th</sup> Edition)

## **4 OPERATOR'S LICENSE REEXAMINATION REFERRALS**

- 4.1 During traffic enforcement activities and other activities related to the operation of motor vehicles, personnel may contact individuals who have suspected conditions that might prevent them from exercising reasonable and ordinary care over a motor vehicle.

## **SOG 405.3**

### **Traffic Enforcement Procedures**

Effective Date: 05/31/2014

4.1.1 Persons who fail to demonstrate an acceptable level of skill to operate a motor vehicle due to age, physical or mental disabilities, disease or other conditions shall be reported to Missouri Department of Revenue.

4.1.1(a) Personnel encountering such persons shall complete a Missouri Department of Revenue, Driver Condition Report, DOR Form # DOR-4319.

## **5 PARKING ENFORCEMENT ACTIVITIES**

5.1 Police personnel shall respond to citizens' complaints and take the initiative to enforce parking violations within the city. Some special programs exist to handle some of these violations.

5.2 The primary responsibility of the Traffic Services Officers (TSO's) is parking violation enforcement. These officers should be used for parking violations when they are available. TSO's respond to dispatch calls for service, complaints from City of Springfield Public Information Office, and at the direction of the supervisor(s). In addition, when patrol time is available they self-initiate parking enforcement.

5.3 Personnel may issue parking summonses for violations or they may elect to attempt to contact the owner of the vehicle to have it moved. The decision on enforcement is at the officer or TSO's discretion or at the direction of their supervisor.

5.3.1 Following are some of the most frequently encountered parking violations:

5.3.1(a) Prohibited Parking Area (Posted No Parking)

5.3.1(b) Wrong Side of Roadway

5.3.1(c) Front Yard Parking

5.3.1(d) Handicapped Parking

5.3.1(e) Bus Zone

5.3.1(f) Blocking Mail Boxes

5.3.1(g) Blocking or Within 5 feet of public/private Driveway

5.3.1(h) Within 30 feet of an intersection

5.3.1(i) Obstructing Traffic

5.3.1(j) Overtime Parking

5.3.1(k) Within 8 feet of Fire Hydrant

5.3.1(l) Within 20 feet of Railroad Crossing

5.3.1(m) Within 20 feet of Crosswalk

5.3.2 At the direction of City Council, certain areas of Springfield have been designated as Urban Conservation Districts. Each district has specific guidelines to their ordinance.

## **SOG 405.3**

### **Traffic Enforcement Procedures**

Effective Date: 05/31/2014

- 5.3.3 Officers/TSOs may enforce Fire Lane violations if proper marking of the area is present and compliant with Municipal Fire Prevention Code 54-32.
- 5.3.4 When enforcing timed parking violations, personnel shall mark the tires of the suspected vehicle with either chalk or a wax marker.
  - 5.3.4(a) After the time limit has expired, the officer or Traffic Services Officer returns and issues an overtime parking summons if the vehicle is in violation.
    - 5.3.4(a.1) Time parking zones in the City of Springfield range from 3 minutes to 3 hours, depending on the location.
    - 5.3.4(a.2) Traffic Services Officers or Police Officers shall check the location for signs indicating the length of time prior to issuing a summons for overtime parking.
- 5.4 Volunteer members of the Handicap Enforcement Action Team (HEAT) may take enforcement action on vehicles parked in spaces dedicated for use by handicapped individuals.

## **6 VEHICLE IMMOBILIZATION**

- 6.1 Under certain circumstances, vehicles may be “booted” with a mechanical device that renders the vehicle immobile.



- 6.2 Routing: The installing employee will complete a Vehicle Immobilization Form (VIF), SPD Form # 07-OP-0561 and retain the form until the end of shift.
  - 6.2.1 If release is granted prior to the end of tour, the installing employee will respond back to the immobilized vehicle and remove the boot.
  - 6.2.2 If no release is made, the installing employee will submit the first two copies of the VIF to the front desk and retain the third copy for follow-up.
    - 6.2.2(a) The front desk will maintain the original copy of the VIF.

### **SOG 405.3**

#### **Traffic Enforcement Procedures**

Effective Date: 05/31/2014

- 6.2.2(b) The second copy will be sent to Municipal Court.
- 6.3 Removal: Release of the boot will not be granted until payment of fines owed and the booting fee are made at the Front Desk of the Springfield Police Department Headquarters, 321 E. Chestnut Exp.
  - 6.3.1 Only CASH payments will be accepted.
  - 6.3.2 After payment, the Front Desk employee will notify the installing employee of payment and request the boot be removed.
  - 6.3.3 During hours when no TSO is on duty, the Front Desk employee will request an Officer respond to Headquarters, to obtain the boot and padlock key. Then the Officer will respond to the immobilized vehicle and remove the boot. This call for service will be a priority 3.
  - 6.3.4 The front desk employee will also complete the payment portion of the VIF and make two copies of the completed form.
    - 6.3.4(a) One copy will be routed to Municipal Court.
    - 6.3.4(b) One copy will be routed to the appropriate TSO, serving the following purposes:
      - 6.3.4(b.1) Notifying them of the disposition;
      - 6.3.4(b.2) Allowing for the TSO to destroy the copy they retained and to disregard any further follow up;
      - 6.3.4(b.3) Collect the reclaimed boot from the area outside the Quartermaster's office.
  - 6.3.5 After removal, the boot will be returned to HQ and placed outside the Quartermasters Office. The Officer will also return the boot key and padlock key to the front desk.
  - 6.3.6 The monies accepted for payment, will be delivered to Municipal Court, by a designated records employee during normal business hours.
- 6.4 Towing: The installing employee will follow-up with re-checking the location for the immobilized vehicle. If the vehicle has remained immobilized for 72 hours and no release has been obtained, the installing employee will tow the vehicle under violation of city code 78-35(G), Failure to Appear.
  - 6.4.1 No summons is required under this ordinance.
  - 6.4.2 A state tow form will be completed and routed to Records no later than the end of shift. Mark the tow form "Hold for boot fees".
  - 6.4.3 If the vehicle is towed by the installing employee, the tow information will be completed on the VIF and attached to the state tow form.
  - 6.4.4 Prior to the release of an impounded vehicle, due to vehicle immobilization, full CASH payment of fines owed, plus the booting fee

## **SOG 405.3**

### **Traffic Enforcement Procedures**

Effective Date: 05/31/2014

must be made at the Front Desk of the Springfield Police Department Headquarters, 321 E. Chestnut Exp.

- 6.4.5 If the tow is protested, Records personnel shall assist the protesting party with initiation of such action, under authority of Springfield Municipal Code 118-178.<sup>1</sup>

## **7 AUTHORIZED DISPOSAL OF TRAFFIC CHARGES**

### **7.1 Municipal Traffic Charges**

- 7.1.1 Municipal traffic charges shall be voided only when the officer, through further investigation, determines that there is evidence that no such offense has occurred.

7.1.1(a) Evidence does not support all elements of the offense.

### **7.1.2 Procedure**

7.1.2(a) The officer shall write VOID across the face of the summons.

7.1.2(b) ALL copies of the summons shall be retrieved and attached.

7.1.2(b.1) If a copy cannot be retrieved, the summons must be forwarded to the prosecutor with an explanation and further action must be taken by the Prosecutor's Office.

7.1.2(c) The officer shall attach an IDC to the summons addressed to their supervisor, which shall explain the justification for voiding the summons.

7.1.2(d) A supervisor shall review and approve the voiding of the summons.

### **7.2 State Traffic Charges**

#### **7.2.1 Proof of Insurance/Motor Vehicle Registration**

7.2.1(a) Even in the event a summons has been completed, if a driver produces proof of insurance or registration during the traffic stop, the enforcing officer shall accept such proof and shall void the summon in the manner described in 7.1.2.

## **IV Attachments**

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<sup>1</sup> Section 6.4.5, replaced the reference to the Records Section Duty Manual with Springfield Municipal Code 118-178, per Policy Change Order 14-047, Effective Date 05/31/2014.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/31/2013	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.4</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## Selective Traffic Enforcement Program

### I Policy

A number of people are killed or seriously injured each year in the city due to vehicular crashes. It is the policy of the Springfield Police Department to use available resources to analyze the causes and locations of vehicular crashes and take selective enforcement action in an attempt to address the problem. These activities are for the purpose of reducing the number and severity of vehicular crashes on the streets of Springfield. The goal of all traffic enforcement activities is to gain voluntary compliance to the traffic laws of the City and State.

### II Definitions

### III Procedure

#### 1 TRAFFIC CRASH DATA

- 1.1 The Traffic Engineer's office of the city collects and compiles data on the location and causes of traffic crashes.
  - 1.1.1 Access to this data is available to the Traffic Commander through a database maintained by the Traffic Engineer's Office.
- 1.2 The traffic crash data obtained from the Traffic Engineer's Office shall be reviewed by the Traffic Commander to determine any statistical change at specified crash locations.

#### 2 TRAFFIC ENFORCEMENT ACTIVITIES DATA



## **SOG 405.4**

### **Selective Traffic Enforcement Program**

Effective Date: 12/31/2013

- 2.1 The Traffic Commander shall obtain traffic enforcement activities data from the Records Management System and other available department resources.<sup>1</sup>
- 2.2 A review of traffic enforcement activities data will be conducted by the Traffic Commander to determine if adequate enforcement activities are being applied.
- 2.3 A review of the enforcement activities of individual officers is first and foremost the responsibility of the officer's supervisor.
  - 2.3.1 Supervisors shall monitor the enforcement activities by comparing the locations of summonses issued with identified problem locations.

## **3 COLLISION AND ENFORCEMENT DATA COMPARISON**

- 3.1 A comparison of crash data and enforcement activities will be conducted by the Traffic Commander and documented in a traffic analysis report.
  - 3.1.1 This report shall be completed on an annual basis by the Traffic Commander and placed in the N:\Administrative Report Clearinghouse\Annual Collision and Enforcement Traffic Analysis Report folder. It will be submitted by May 1<sup>st</sup> of every year, reviewing activity during the previous calendar year.<sup>2</sup>
    - 3.1.1(a) The review shall contain the following information:
      - 3.1.1(a.1) Notable trends;
      - 3.1.1(a.2) Increases or decreases in accidents by locations;
      - 3.1.1(a.3) Causal factors for increases/decreases;<sup>3</sup>
      - 3.1.1(a.4) Directed enforcement operations;
      - 3.1.1(a.5) Evaluation of selective enforcement activities. Document if enforcement efforts have met stated goals of the department.<sup>4</sup>
      - 3.1.1(a.6) Recommendations for future projects, needs, or directed/selective enforcement activities.<sup>5</sup>

## **4 IMPLEMENTATION OF SELECTIVE ENFORCEMENT TECHNIQUES**

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<sup>1</sup> Section 2.1 changed LETS to RMS, per Policy Change Order 13-114, Effective Date 12/31/2013.

<sup>2</sup> Section 3.1.1 changed March to May, per Policy Change Order 13-114, Effective Date 12/31/2013.

<sup>3</sup> Section 3.1.1(a.3) typographical correction, per Policy Change Order 13-114, Effective Date 12/31/2013.

<sup>4</sup> Section 3.1.1(a.5) added, remaining section renumbered, per Policy Change Order 13-114, Effective Date 12/31/2013.

<sup>5</sup> Section 3.1.1(a.6) previously numbered 3.1.1(a.5) revised, per Policy Change Order 13-114, Effective Date 12/31/2013.

## **SOG 405.4**

### **Selective Traffic Enforcement Program**

Effective Date: 12/31/2013

- 4.1 Strategies and tactics used for selective traffic enforcement shall be consistent with the nature of violations occurring and their potential for interfering with safe traffic flow.
  - 4.2 One or more of the following types of traffic control may be used:
    - 4.2.1 Line Patrol - patrol between two specific points on a given street;
    - 4.2.2 Area Patrol - moving patrol within a defined area;
    - 4.2.3 Directed Patrol - assignment of personnel to a specific location to address a specific enforcement issue;
    - 4.2.4 Stationary Traffic Observation - visible stationary observation and/or concealed stationary observation.
  - 4.3 Personnel may use countermeasures that would be effective for specific enforcement problems. These countermeasures may include the use of:
    - 4.3.1 Marked police vehicles;
    - 4.3.2 Semi-marked police vehicles (no external light bars);
    - 4.3.3 Unmarked police vehicles (supervisory vehicles);
    - 4.3.4 Specialty vehicles (motorcycles, etc).
  - 4.4 Qualified personnel may use radar during enforcement activities in either moving or stationary modes.
- 5 DEPLOYMENT OF TRAFFIC ENFORCEMENT PERSONNEL
- 5.1 Both Traffic Unit and Patrol Unit personnel may be assigned to selective enforcement activities. These assignments should be based on existing crash and/or violation problems.
    - 5.1.1 UOB Supervisors may use information from the traffic analysis report when making directed enforcement assignments.
  - 5.2 Traffic Unit personnel who are not primarily assigned to investigate crashes shall be assigned to selective enforcement activities.
  - 5.3 Traffic Unit personnel who are primarily assigned to investigate crashes shall conduct selective enforcement activities when not investigating crashes.
  - 5.4 Patrol Unit personnel shall conduct selective enforcement activities during their work shifts as part of their normal duties.
    - 5.4.1 Individual officers should direct their enforcement activities to areas within their assigned portion of the city that have a history of vehicular crashes.<sup>6</sup>

## **IV Attachments**

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<sup>6</sup> Sections previously numbered 6-6.1.1 pertaining to Selective Traffic Enforcement Activities Evaluation deleted, per Policy Change Order 13-114, Effective Date 12/31/2013.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 08/01/2014	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.5</b>
<b>Accreditation Index:</b> 81.2.4, 82.2.1, 83.1.1, 83.2.6 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## Traffic Crash Investigation

### I Policy

It is the policy of the Springfield Police Department to respond to traffic crashes to prevent further injury or damage and to conduct an impartial and thorough investigation into the causes of the crash. Where weather or other conditions prevent immediate response, alternative procedures are approved. Investigating officers shall comply with modern professional standards for investigation and reporting of motor vehicle crashes.

### II Definitions

**LSOC** – Leaving the Scene of a Motor Vehicle Crash

### III Procedure

#### 1 RESPONSE TO TRAFFIC CRASHES

- 1.1 Department personnel shall respond to all reported motor vehicle crashes involving fatality, injury, LSOC, impairment due to alcohol or drugs, damage to public vehicles or property, hazardous materials, disturbances between involved parties, major traffic congestion, if involved party does not have valid insurance or drivers license, and crashes where towing is required, except private property crashes that do not meet the contained criteria.<sup>1</sup>
- 1.2 Personnel shall ensure that complete and thorough investigations of motor vehicle crashes are conducted.

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<sup>1</sup> Section 1.1 revised criteria for responding to a crash, per Policy Change Order 14-052, Effective Date 08/01/2014.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

- 1.3 Personnel shall accurately complete all appropriate reports related to traffic crashes.
  - 1.4 Personnel will not be required to respond and investigate or complete a crash report if all the following criteria are met: <sup>2</sup>
    - 1.4.1 No injuries involved to any party.
    - 1.4.2 All vehicles involved are operable and don't need to be towed from the scene.
    - 1.4.3 The crash does not involve damage to any public or private property.
    - 1.4.4 No alcohol/drug-impaired drivers are involved.
    - 1.4.5 No driver leaves or refuses to exchange information with other involved parties.
    - 1.4.6 All drivers have valid proof of insurance.
  - 1.5 If personnel are sent to a crash or come upon a crash that meets the above criteria, they will check to ensure all drivers have a valid operator's license and insurance prior to facilitating the exchange of information for all parties involved.
    - 1.5.1 If any driver does not have a valid operator's license or insurance, then the officer will investigate the crash, complete a Missouri Uniform Crash Report and issue the proper summonses if warranted.
- 2 REPORTING METHODS (CALEA 82.2.1(a) and 83.2.6 – 5<sup>th</sup> Edition)
- 2.1 Crash classification decisions and reporting guidelines are pursuant to:
    - 2.1.1 The Missouri State Highway Patrol Accident Investigation Manual, most recent edition and;
    - 2.1.2 The Manual on Classification of Motor Vehicle Traffic Accidents, American National Standard Institute (ANSI), National Safety Council, most recent edition.
  - 2.2 Following the reporting criteria established by the State of Missouri, personnel shall complete a Missouri State Crash Report form for all assigned motor vehicle crashes, including private property crashes that do meet the contained criteria.
  - 2.3 Personnel shall also complete other report forms necessary for each assigned crash. These include but are not limited to:
    - 2.3.1 Incidental Reports;
    - 2.3.2 All forms associated with a DWI arrest;
    - 2.3.3 Vehicle Impound report;
    - 2.3.4 LSOC report;

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2 Sections 1.4 through 1.5.1 added per Policy Change Order 14-052, Effective Date 08/01/2014.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

#### **2.3.5 Criminal Case reports.**

### **3 INITIAL RESPONSE**

- 3.1 Any on-duty member of the Springfield Police Department may be dispatched as the initial police response to a motor vehicle crash.
- 3.2 All traffic crashes which do not meet the criteria in section 1.4 of this SOG, will be reported and investigated by police. Even if a crash meets the criteria above, officers still have the discretion to investigate and complete an accident report should they feel it is necessary and warranted.<sup>3</sup>
- 3.3 The department personnel first on the scene of a motor vehicle crash shall take steps to ensure that the scene has stabilized.
  - 3.3.1 Personnel shall attempt to ensure that no additional injuries or damage occur.
    - 3.3.1(a) Personnel shall position their police vehicle in such a manner to warn oncoming traffic of the situation and activate emergency lighting system.
    - 3.3.1(b) Personnel first on the scene shall request additional assistance as needed.
- 3.4 Once the scene is protected, the initial on-scene personnel shall check crash victims for injuries.
  - 3.4.1 Personnel shall administer necessary first aid.
  - 3.4.2 Personnel shall request medical assistance if needed, or requested by the victim. In addition, type/extent of injuries should be communicated to Emergency Communications personnel. (CALEA 81.2.4(a) – 5<sup>th</sup> Edition)
- 3.5 The first personnel on scene shall be alert for potential hazards.
  - 3.5.1 Personnel shall check for any possible fire hazard. If a fire hazard exists:
    - 3.5.1(a) Personnel shall remove any non-essential people from the scene;
    - 3.5.1(b) Personnel shall request a response to the scene by the Springfield Fire Department.
  - 3.5.2 Personnel shall also be alert for any hazardous materials involved in the crash. Possible hazardous materials can include:
    - 3.5.2(a) Vehicle fluids (gasoline, oil, antifreeze, battery acid, etc.)

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3 Section 3.2 revised, sections previously numbered 3.2.1 through 3.2.1(c) deleted, per Policy Change Order 14-052, Effective Date 08/01/2014.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

- 3.5.2(b) Hazardous materials being transported in an involved vehicle can be determined by:
  - 3.5.2(b.1) Placards on the side of a truck;
  - 3.5.2(b.2) Shipping papers in the cab of a truck;
  - 3.5.2(b.3) Labels on individual containers inside of a truck;
  - 3.5.2(b.4) Interviewing the truck driver.
- 3.5.2(c) If it is determined or suspected that hazardous materials are involved in the crash, personnel shall:
  - 3.5.2(c.1) Request a response by the Springfield Fire Department;
  - 3.5.2(c.2) Remove all people from the immediate area of the crash, giving consideration to wind direction;
  - 3.5.2(c.3) Request additional traffic control;
  - 3.5.2(c.4) Request a supervisor. (CALEA 81.2.4(f) – 5<sup>th</sup> Edition)
- 3.5.2(d) Some crashes involve antifreeze/gasoline leakage and other potentially hazardous materials from the vehicle(s).
  - 3.5.2(d.1) Personnel must assess the need for assistance in cleanup considering the type and quantity of the substance. (Consult HazMat Guidebook);
  - 3.5.2(d.2) Any material requiring removal from the scene requires Fire Department response;
  - 3.5.2(d.3) Other spills requiring use of absorbent materials only can be controlled by callout of City of Springfield Service Center staff. Service Center personnel are not qualified to remove hazardous materials.
- 3.5.2(e) If blood/body fluids remain on the scene after departure of medical personnel, the investigating officer may coordinate with the Fire Department to neutralize the blood/body fluids and wash the waste off the roadway.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

#### **4 ASSIGNMENT OF CRASH INVESTIGATION**

- 4.1 Every effort shall be made to assign the appropriate personnel to investigate motor vehicle crashes based upon the seriousness of the crash.
- 4.2 Traffic Section Officers shall be the primary investigator unit on the following motor vehicle crash types:
  - 4.2.1 Fatality or probable fatality crashes;
  - 4.2.2 Injury crashes;
- 4.3 If a Traffic Section Officer is not available, the primary investigator unit shall be assigned in the following order:
  - 4.3.1 Patrol Major Crimes Investigator (MCI);
  - 4.3.2 Patrol police officer;
  - 4.3.3 Traffic Section Sergeant;
  - 4.3.4 Patrol Section Sergeant.

#### **5 ADDITIONAL RESOURCES**

- 5.1 The primary officer assigned to investigate a motor vehicle crash shall request additional resources as needed to safely and accurately complete the assignment.
- 5.2 Situations which might require additional resources:
  - 5.2.1 Fatality crashes;
  - 5.2.2 Major injury crashes;
  - 5.2.3 And/or crashes involving extreme traffic congestion.
- 5.3 Resources available are:
  - 5.3.1 Additional personnel to provide traffic direction/control:
    - 5.3.1(a) Traffic Section personnel;
    - 5.3.1(b) Patrol Section personnel;
    - 5.3.1(c) Personnel from another agency (MSHP, GCSO, etc.).
  - 5.3.2 Specialized equipment/personnel to complete measurements, photographing, and other activities.
  - 5.3.3 Information may be relayed to local media to inform citizens about congestion and approximately how long the condition will continue.
  - 5.3.4 Barricades and other warning devices:
    - 5.3.4(a) Springfield City Service Center/Street Department (city maintained roads);
    - 5.3.4(b) Missouri State Highway Department (state maintained roads);
    - 5.3.4(c) Private vendors (with commander approval).

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

#### **6 CRASH INVESTIGATION (CALEA 83.2.6 – 5<sup>th</sup> Edition)**

- 6.1 Department personnel shall complete a thorough and accurate investigation of assigned, reportable motor vehicle crashes.
- 6.2 A reportable motor vehicle crash is an unintentional event, occurring on a traffic way, involving a motor vehicle in transport which causes death, injury, or property damage.
- 6.3 Assigned personnel should complete a Missouri Uniform Crash Report form as the primary report document for motor vehicle crashes.
- 6.4 The Missouri Uniform Crash Report form shall be completed in accordance with the most recent edition of the “Missouri Uniform Crash Report Preparation Manual.”
- 6.5 Information that cannot be included on the report form shall be recorded on the appropriate departmental report form(s).
- 6.6 Assigned personnel shall ensure that all drivers involved in motor vehicle crashes, that are capable of doing so, exchange information with each other. This information should include the other driver’s:
  - 6.6.1 Name;
  - 6.6.2 Vehicle owner’s name;
  - 6.6.3 Vehicle license number;
  - 6.6.4 Vehicle information;
  - 6.6.5 Vehicle insurance information.
- 6.7 All drivers involved in the crash, that are capable of receiving the information, shall be supplied with the police report number, the time of the report, location of the crash and the investigating officer’s name with contact telephone.

#### **7 INVESTIGATION AT A MOTOR VEHICLE CRASH SCENE**

- 7.1 Assigned personnel shall use all available information and resources to complete the investigation.
- 7.2 Assigned personnel shall attempt to separate involved drivers before questioning them about the crash.
- 7.3 Assigned personnel shall attempt to locate unbiased witnesses to the crash.
  - 7.3.1 Passengers in a vehicle involved in the crash should not be considered to be unbiased. However, officers may still document any statement given by a passenger, if pertinent to the investigation.
  - 7.3.2 Witnesses should be interviewed and their information should be noted.
  - 7.3.3 Witnesses’ names, addresses, and daytime phone numbers should be obtained and recorded on the crash report form.



## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

- 7.4 Assigned personnel shall evaluate physical evidence at the scene to support or discredit the involved persons' claims.
  - 7.4.1 The approximate area of impact should be determined if possible. Officers should pay particular attention to tire marks, scuffs, gouges, and debris. If applicable, measurements/photographs should be taken.
  - 7.4.2 The damage, location and amount, on all involved vehicles should be assessed.
  - 7.4.3 The conditions of the area of the crash should be described.
  - 7.4.4 The road conditions (wet, dry, icy, etc.)
  - 7.4.5 The condition of traffic control devices.
  - 7.4.6 The terrain of the area.
  - 7.4.7 The presence of obstacles to the drivers' vision.
- 7.5 Officers should create a diagram of the scene. (CALEA 83.2.6 – 5<sup>th</sup> Edition)
- 7.6 If applicable, assigned personnel shall check the condition of the vehicles involved.
  - 7.6.1 Press brake pedal to check travel and firmness.
  - 7.6.2 Check for vision obscuring articles within the vehicle (other occupant, ice, snow, frost, load, etc.)
  - 7.6.3 Check for functioning windshield wipers.
  - 7.6.4 Check the condition of the vehicle's tires.
  - 7.6.5 Check for functioning vehicle lights.
- 7.7 Assigned personnel shall monitor the drivers and determine any unusual conditions.
  - 7.7.1 Personnel shall be alert for signs of impairment due to alcohol and/or drugs.
  - 7.7.2 Check for any physical limitations of the drivers.
  - 7.7.3 Check for any signs that a minor injury may be more serious.

## **8 MOTOR VEHICLE CRASH VICTIM'S PROPERTY**

- 8.1 Investigating personnel shall be responsible for the security of crash victim's property at the scene if the victim is unable to care for it.
- 8.2 If a victim is transported from the scene, personnel shall attempt to have small items of value transported with the victim. These may include but are not limited to:
  - 8.2.1 Wallets, billfolds, purses;
  - 8.2.2 Checkbooks;
  - 8.2.3 Jewelry;
  - 8.2.4 Items possibly containing cash (bank bags, etc.)

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

8.2.5 Prescription drugs.

8.3 Items of value may be released to family members of the victim or can be logged into the property room marked for release.

8.4 If a custody tow is required for the victim's vehicle, personnel shall complete an inventory of the vehicle and record the contents on a Crime Inquiry and Inspection Report/Authorization to Tow form DOR-4569. (CALEA 83.2.6 – 5<sup>th</sup> Edition) <sup>4</sup>

## **9 TOWING OF VEHICLES INVOLVED IN A MOTOR VEHICLE CRASH**

9.1 Assigned personnel shall be responsible for ensuring that vehicles involved in a crash are removed from the scene in a timely manner.

9.2 Personnel shall attempt to honor any request made by a crash victim in regards to their personal preference for the removal of their vehicle from a crash scene by a towing service. Consideration should be given to:

9.2.1 Response time of the towing service;

9.2.2 Existing traffic congestion, and;

9.2.3 Number of calls-for-service holding.

9.3 If a victim has no preference for a towing company, personnel shall have the victim select a tow service from the City-approved rotation tow list.

9.4 If a victim is incapacitated and cannot select a tow service, the custody tow services shall tow their vehicle.

9.5 If there is the possibility of felony charges being filed on a driver (Second Degree Assault, Manslaughter, etc.), a custody tow must be used and a "HOLD" placed on the vehicle. All vehicles involved in a fatality crash should be towed with a "HOLD" placed on the vehicle and a copy of the tow form sent to the Traffic Section.

## **10 CLEARING OF DEBRIS FROM A CRASH SCENE**

10.1 Personnel shall ensure that all potentially harmful debris is removed from the crash scene.

10.2 If a tow company is called to remove a vehicle from the scene, assigned personnel shall ensure that the tow truck operator removes all debris.

10.3 If no tow company is needed at the scene, assigned personnel shall request the appropriate agency be notified to remove the debris.

10.3.1 On a city-maintained roadway and/or right-of-way, the City Service Center shall be requested.

10.3.2 On a state-maintained roadway and/or right-of-way, the State Highway Department shall be requested.

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<sup>4</sup> Section 8.4 corrected form number, per Policy Change Order 14-052, Effective Date 08/01/2014.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

- 10.4 Debris at the scene in LSOC incidents that possibly came from the suspect vehicle may be collected as evidence.
  - 10.4.1 Debris collected as evidence should be of such nature that it could be used to match with the suspect vehicle. Articles such as dirt, fluids, etc. should not be collected.
  - 10.4.2 Debris collected as evidence shall be handled in the same manner as all evidentiary items.
- 10.5 If a small amount of debris exists and personnel responsible for removing it have not arrived by the time the officer completes the crash investigation, the officer should attempt to remove the debris out of the roadway (to the curb line, on the parkway, etc.).
- 11 **LSOC INVESTIGATIONS**
  - 11.1 An LSOC shall be handled in the same manner as other motor vehicle crashes, with some additional investigation necessary.
  - 11.2 As soon as possible, after arriving at the scene of a hit and run crash, personnel shall relay information about the suspect vehicle to other personnel. Personnel should determine and relay:
    - 11.2.1 Suspect vehicle description and possible damage from the crash;
    - 11.2.2 Suspect vehicle direction of travel;
    - 11.2.3 Number and description of suspect vehicle occupants, if available;
    - 11.2.4 Probable cause on the suspect vehicle.
  - 11.3 Personnel assigned to the initial investigation should make every reasonable attempt to locate the LSOC suspect/vehicle.
    - 11.3.1 If the suspect vehicle is located the investigating personnel shall mark the appropriate boxes on the report form.
    - 11.3.2 If the suspect vehicle is not located, the investigating personnel shall complete a Leaving the Scene of an Accident Report.
  - 11.4 If the initial investigating officer determines that there is sufficient evidence for follow up, (i.e. witness that can identify suspect, suspect vehicle license information, or other suspect identifying information), the officer may advise the victim that a LSOC investigator will be contacting them.
- 12 **CITIZEN CRASH REPORTS <sup>5</sup>**
  - 12.1 Citizens may obtain a Citizen Crash Report, SPD Form # 94-SP-0139 from HQ or SDS records personnel. The report is also available on the SPD website.

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<sup>5</sup> Sections 12 through 12.1.2 revised, sections 12.1.2(a) through 12.1.2(f) added, per Policy Change Order 14-052, Effective Date 08/01/2014.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

Officers are encouraged to have these reports available to hand out to citizens when appropriate. This may be done in a number of situations.

- 12.1.1 Citizen Crash Reports may be completed when the department was not notified at the time the crash occurred.
- 12.1.2 Citizens will be advised to complete a Citizen Crash Report when their crash meets the following criteria:
  - 12.1.2 (a) No injuries involved to any party.
  - 12.1.2 (b) All vehicles involved are operable and don't need to be towed from the scene.
  - 12.1.2 (c) The crash does not involve damage to any public or private property.
  - 12.1.2 (d) No alcohol/drug-impaired drivers are involved.
  - 12.1.2 (e) No driver leaves or refuses to exchange information with other involved parties.
  - 12.1.2 (f) All drivers have valid proof of insurance.

## **13 PRIVATE PROPERTY MOTOR VEHICLE CRASHES**

- 13.1 Under certain circumstances personnel will be assigned to investigate private property motor vehicle crashes. These conditions are:
  - 13.1.1 The crash is an injury crash;
  - 13.1.2 A suspected alcohol/drug-impaired driver is involved;
  - 13.1.3 It is a LSOC and sufficient evidence exists to facilitate a follow-up investigation;
  - 13.1.4 A government owned vehicle is involved;
  - 13.1.5 Exceptional circumstances exist including:
    - 13.1.5(a) Motor vehicle driven into a building;
    - 13.1.5(b) Public utilities are left damaged or interrupted, as determined by a supervisor;
    - 13.1.5(c) As otherwise determined by a supervisor or commander.

## **14 MOTOR VEHICLE CRASH FOLLOW UP INVESTIGATION**

- 14.1 All fatality crashes shall be assigned to a Traffic Section officer for follow up investigation.
- 14.2 Follow up assignment of injury/non-injury crashes:
  - 14.2.1 Traffic Section officers assigned to the initial investigation shall be responsible for any follow up that is necessary.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

- 14.2.2 Patrol Section officers will be responsible for follow up investigation on crashes they initially investigate, where extensive follow up is not indicated. Patrol supervisors can determine whether or not additional investigation is needed and forward the case to the Traffic Section for follow up if appropriate.
- 14.2.3 Follow up of DWI/Assaults will be assigned to the Traffic Section's DWI Officer.
- 14.3 Follow up on an LSOC shall be handled by a LSOC investigator after the initial investigator's efforts to identify/locate the suspect.

## **15 MOTOR VEHICLE CRASH FOLLOW UP PROCEDURES**

- 15.1 Upon receipt of notification that an officer is assigned to follow up on a motor vehicle crash, the officer should:
  - 15.1.1 Ensure their supervisor is aware of the circumstances surrounding the event;
  - 15.1.2 Positive identification should be obtained if at all possible;
  - 15.1.3 If a fatality, next of kin shall be notified as soon as possible;
  - 15.1.4 Complete STARS (Statewide Traffic Accident Reporting System) within 24 hours of notification of death and media release;
  - 15.1.5 Review available reports;
  - 15.1.6 Obtain information from officers involved in the investigation;
  - 15.1.7 Ensure all potential witnesses have been contacted/interviewed;
  - 15.1.8 Review evidence and/or collect additional evidence;
  - 15.1.9 Locate and interview suspect;
  - 15.1.10 Obtain and serve search warrant for vehicle inspection, medical records and any other items of evidentiary value. (Subpoena may be used for medical records;)
  - 15.1.11 Complete scale diagram if necessary;
  - 15.1.12 Complete additional reports and Criminal Case Report;
  - 15.1.13 Supervisory review;
  - 15.1.14 Complete criminal history and driving history of suspect(s);
  - 15.1.15 Present to prosecutor's office for filing/decline to file charges.

## **16 THE ENFORCEMENT DECISION FOLLOWING INVESTIGATION <sup>6</sup>**

- 16.1 Immediate enforcement applied.

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<sup>6</sup> Sections previously numbered 16 through 16.6 pertaining to Traffic Emergency Status deleted, remaining sections renumbered as necessary, per Policy Change Order 14-052, Effective Date 08/01/2014.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

- 16.1.1 Only when clear evidence exists of a violation of ordinance or state statute.
- 16.1.2 Decision to effect custodial arrest must be in compliance with SOG 101.4, Use of Discretion.
- 16.1.3 When not in conflict with any of the provisions of section 16.2.
- 16.2 No Summons to be Issued.
  - 16.2.1 A summons shall not be issued at the time of the investigation if:
    - 16.2.1(a) The driver has been admitted to the hospital;
      - 16.2.1(a.1) A summons may be issued upon release from the hospital.
    - 16.2.1(b) A possibility of felony charges being filed at a later time exists (e.g. 2<sup>nd</sup> Degree Assault, Manslaughter);
    - 16.2.1(c) The driver is an on-duty Police Department employee. These may be issued following an internal investigation;
    - 16.2.1(d) More follow up investigation is required;
    - 16.2.1(e) It has been determined that no violation of a statute or ordinance has occurred.
- 16.3 Exceptional circumstances
  - 16.3.1 Issue summonses to both parties if investigation indicates that both have violated ordinance or statute.
  - 16.3.2 Decline to issue summonses to either party if investigation fails to provide clear evidence of violation of ordinance or statute.
    - 16.3.2(a) Reasons should be clear, articulated and written into the report.
    - 16.3.2(b) Supervisors should review closely and ensure reporting is clear and complete.
- 16.4 Summons information shall not be listed on the Missouri Uniform Crash Report.
- 16.5 Under no circumstances shall an officer advise a party that the reason they are issuing a summons is because the Department policy requires them to. Department policy never requires the issuance of a summons when it is inappropriate or legally unjustifiable to do so, and, in such cases, officers shall not issue a summons.
- 16.6 If an officer determines that a summons has been issued in error during the on-scene crash investigation process, the officer should void the summons as provided in SOG 405.3, Traffic Enforcement Procedures.

## **SOG 405.5**

### **Traffic Crash Investigation**

Effective Date: 08/01/2014

- 17 CALL OUT OF OFF-DUTY TRAFFIC INVESTIGATORS (CALEA 83.1.1 – 5<sup>th</sup> Edition)
  - 17.1 Traffic Section personnel have specialized investigation skills that may be called upon to investigate fatal, potentially fatal, and unusual circumstances.
  - 17.2 The Traffic Section Commander should be contacted in all circumstances to make a determination on the call out of off-duty Traffic Section personnel.
    - 17.2.1 Some of the criteria used in determining if Traffic Section personnel should be called out are:
      - 17.2.1(a) A fatality with the potential of felony charges;
      - 17.2.1(b) Unusual circumstances as determined by the Traffic Section Commander.
- 18 NOTIFICATION PROCEDURES
  - 18.1 Personnel assigned to investigate a confirmed fatality crash shall notify their immediate supervisor. The supervisor shall ensure that other department personnel are notified including:
    - 18.1.1 The Patrol Watch Commander, if on duty;
    - 18.1.2 The Traffic Section Commander;
    - 18.1.3 The commander notified shall be responsible for the remaining chain of command notification.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 11/07/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.6</b>
<b>Accreditation Index:</b> 61.1.4, 61.1.5, 61.1.11 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## DWI Enforcement Procedures

### I Policy

It is the policy of the Springfield Police Department to seek out and remove impaired drivers from the streets of the city. These impaired drivers, whether due to alcohol or drugs, present a significant risk to the public. Such drivers kill and injure a number of people each year and cannot be tolerated. Members of the department shall take a proactive approach to detecting intoxicated drivers and removing them from the city streets. Enforcement of laws dealing with intoxicated drivers is the responsibility of all sworn personnel and should be a priority.

### II Definitions

### III Procedure

#### 1 DWI ENFORCEMENT MEASURES

1.1 Uniform Operations Bureau (UOB) personnel shall conduct special operations in order to deal with intoxicated drivers. While some officers may be dedicated solely to Driving While Intoxicated (DWI) enforcement, all UOB personnel are responsible for DWI enforcement activities.

1.1.1 The Uniform Operations Bureau shall have a DWI Enforcement Officer(s) dedicated to full time DWI enforcement. This officer(s) shall be assigned to work during the hours and days of the week that have a history of significant DWI arrests.

1.1.2 The Traffic Section Commander shall analyze data supplied by Municipal Court personnel in regard to the location, time, driver profile, and other information about DWI arrests. This information



## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

shall be supplied to UOB supervisors for use in planning DWI enforcement activities.

- 1.1.3 During peak DWI problem times (holiday periods, etc.), additional personnel may be assigned to concentrate on DWI enforcement. These personnel may be supplied by the Traffic Section and/or Patrol Section.
- 1.1.4 All sworn personnel receive extensive training during the basic academy on methods of detecting intoxicated drivers and the administration of standardized field sobriety tests.
- 1.1.5 On a random basis, Sobriety Checkpoints or other concentrated enforcement efforts shall be conducted within the city.
  - 1.1.5(a) The supervisor in charge of the checkpoint shall have successfully completed the Sobriety Checkpoint Supervisor's class.

## **2 DWI PROCESSING PROCEDURES (CALEA 61.1.11-5th Edition)**

- 2.1 Various laws and ordinances deal with the processing of suspected intoxicated drivers. Personnel shall be familiar with these laws and familiar with the required procedures for handling these violators.
- 2.2 Implied Consent Law (CALEA 61.1.4(d)-5th Edition)
  - 2.2.1 By state statute, any person who operates a motor vehicle in Missouri has implicitly given consent to submit to a test to determine the operator's blood alcohol content.
    - 2.2.1(a) Personnel processing a suspected intoxicated driver shall read the Implied Consent law verbatim from the Alcohol Influence Report.
    - 2.2.1(b) When a suspected intoxicated driver is unconscious personnel are still required to read the Implied Consent law to them.
    - 2.2.1(c) The Implied Consent law applies to DWI arrests made on private property and to persons with out-of-state licenses.
    - 2.2.1(d) There are currently two different subsections in the Implied Consent law section of the Alcohol Influence Report. Officers shall be trained to determine and read the appropriate Implied Consent subsection to their suspects.
- 2.3 DWI No Refusal Process (CALEA 61.1.4(d)-5th Edition)
  - 2.3.1 The Springfield Police Department, in conjunction with the Greene County Prosecutor's Office and other area law enforcement agencies, has adopted a "No Refusal" approach to DWI enforcement.

## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

- 2.3.2 This process will allow for obtaining the best available evidence for a successful DWI prosecution, through application for a search warrant to draw blood from suspects who refuse to submit to the requested chemical test under the Missouri's Implied Consent Law.
  - 2.3.2(a) Officers shall ensure that the suspect understands that a search warrant for a blood draw will be sought if they refuse to submit to the requested chemical test.
- 2.3.3 No Refusal Procedures
  - 2.3.3(a) An Alcohol Influence Supplement Report, SPD Form # 14-OP-0650 shall be completed in ALL DWI cases.
  - 2.3.3(b) Prior to reading the Implied Consent section of the Alcohol Influence Report, DOR Form # 2389, the "No Refusal Warning" will be read verbatim to the suspect by the officer from the Alcohol Influence Supplement Report, SPD Form # 14-OP-0650.
  - 2.3.3(c) The completed report shall be forwarded to Central Records.
  - 2.3.3(d) When it becomes clear that the suspect is going to refuse to submit to a chemical test pursuant to the Implied Consent request, the officer will initiate the process of obtaining a search warrant for blood.
  - 2.3.3(e) The officer shall notify their supervisor that a search warrant is required in their investigation.
  - 2.3.3(f) The officer shall also notify the Greene County Jail medical staff of the pending need for the blood draw. This will give the staff time to prepare to draw the blood.
  - 2.3.3(g) The warrant will be obtained by electronic means through established protocols and accepted practices of the Greene County Prosecutor's Office and Greene County Circuit Judges.
    - 2.3.3(g.1) Step-by-step instructions for obtaining the warrant will be posted in Greene County Criminal Justice Center Jail Breathalyzer Room, the South District Station Breathalyzer Room, and the Driver Impaired Enforcement (DIE) Vehicle. The instructions will also be available on designated computers located at the Greene County jail.
    - 2.3.3(g.2) An up-to-date on-call contact list for Greene County Prosecutors and Judges

will maintained on the computers for  
easy reference by the applying officer.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2.3.3(i) If granted the search warrant shall be executed  
utilizing standard procedures.

2.3.3(j) Both the DWI suspect and the Greene County Jail staff  
shall be given copy of the Search Warrant. The suspect

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[REDACTED]

**SOG 405.6**

**DWI Enforcement Procedures**

Effective Date: 10/06/2015

shall also be given a copy of the Inventory Receipt, but should **not** be given a copy of the application/affidavit.

2.3.3(k) The officer will submit a copy of the search warrant to Central Records.

2.3.3(l) An electronic copy of the issued search warrant will be maintained on the jail computer for a minimum of 30 days.

2.3.3(m) Blood taken under authority of the search warrant will be submitted for processing/testing per established procedures.

[REDACTED]

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3 Sections 2.3.3(n.1 – n.3) marked for redaction, per Policy Change Order 15-067.

## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015



2.3.3(n.4) If the warrant is not served after being granted by the court, the officer shall document in detail the reasons behind the decision and all contributing circumstances.

2.3.3(n.4.1) Video record of the event should be requested when available and submitted as evidence.

2.3.3(o) In the cases where the DWI suspect is transported to one of the area hospitals, the procedure for applying for the search warrant will essentially be the same.

2.3.3(o.1) Step-by-step instructions and the search warrant templates will be available via the Mobile Data Terminals.

2.3.3(o.2) The officer shall contact the on-call Prosecutor and Judge as necessary.

2.3.3(o.3) Documents shall be forwarded to the Prosecutor and Judge via email as necessary.

2.3.3(o.4) If granted the search warrant shall be executed utilizing standard procedures.

2.3.3(o.5) The officer will print a hard copy of the warrant to be served on the DWI suspect.

2.3.3(o.5.1) This may require the use of a hospital printer, or having an officer print the warrant out at one of the stations and transporting it to the hospital.

2.3.3(o.5.2) Both the DWI suspect and medical facility will receive a copy of the search warrant. The suspect shall also be given a copy of the

## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

Inventory Receipt, but should **not** be given a copy of the application/affidavit.

2.3.3(p) Upon completion of the investigation:

2.3.3(p.1) The officer shall complete a search warrant return and attach a copy of the inventory receipt. The officer will then forward the search warrant return and copy of the inventory to the Greene County Prosecutor's office within two days of the service of the search warrant.

2.3.3(p.2) The officer shall ensure copies of the Search Warrant and the Search Warrant Return are delivered to the Circuit Clerk within ten days.

## **2.4 Chemical Tests**

2.4.1 The four approved chemical tests are tests of breath, blood, saliva and urine.

2.4.1(a) Personnel processing a DWI arrest can request that the violator submit to two chemical tests to determine their blood alcohol/drug content.

2.4.1(b) The primary test used by this department for alcohol testing is the breath test, and the primary test for drug testing is the blood draw.

2.4.1(b.1) Blood or urine samples will be collected for drugs, as determined by the Drug Recognition Expert.

2.4.1(b.2) At no time shall any officer obtain a urine sample for alcohol testing.

2.5 When a suspected intoxicated driver is injured and transported to a medical facility, a blood sample may be obtained for blood-alcohol/drug testing.

2.5.1 Even if the violator is unconscious, personnel must inform the person that they are under arrest for DWI.

2.5.2 The Implied Consent law must be read to the violator.

2.5.3 Qualified medical personnel (physician, trained medical technician, phlebotomist, registered nurse, paramedic) must take the blood sample using a non-alcohol swab and the proper container and procedures.

## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

- 2.5.4 After a blood sample is obtained personnel shall explain to the violator that they are released from custody pending the results of the lab analysis and any follow up investigation.
- 2.6 Violators who test .08 % Blood Alcohol Concentration or higher will be issued a Notice of Suspension/Revocation, DOR Form 2385. Violators who refuse to submit to a test pursuant to the Implied Consent request will be issued a Notice of Revocation, DOR Form # 4323.
  - 2.6.1 Personnel processing such violators shall complete the appropriate Notice of Suspension/Revocation form for the incident.
  - 2.6.2 The 15-Day Temporary Driving Permit is part of the Notice of Suspension form and the Notice of Revocation form. Personnel will complete this portion of the form in the following manner:
    - 2.6.2(a) If the violator has a valid Missouri driver's license on their person, the officer will take custody of the license and turn it in with the report. The officer shall mark the "YES" box on the Notice of Suspension form or the Notice of Revocation form.
    - 2.6.2(b) If the violator does not have a valid Missouri driver's license, (i.e.: Revoked, Suspended, Expired, or no license) the officer will still take custody of the hard copy of the license. The license will be turned in with the report. On the Notice of Suspension/Revocation form, the officer shall write the reason the suspect is not valid.
    - 2.6.2(c) If the violator has an out-of-state driver's license, the officer will not take custody of the license and will check the "NO" box on the Notice of Suspension/Revocation form. The officer shall then write the reason (i.e.: Oklahoma license) on the form.
  - 2.6.3 If the violator submits to the breath test and the result of the test is under .08%, the officer shall determine if the level of impairment does not match the BAC level. If, at that time, the officer suspects drugs other than alcohol to be involved, they shall notify their supervisor of the need for a Drug Recognition Expert (DRE) if one is not on duty.
    - 2.6.3(a) The supervisor shall ensure that a breath test has been conducted and the results are below .08%.
    - 2.6.3(b) The supervisor may notify Dispatch to page out the on call DRE. In the event a DRE is on-duty, the officer shall request the assistance of the DRE.
  - 2.6.4 In the event the suspect refuses to submit to the chemical test of their breath and the officer suspects drugs other than alcohol to be involved, the officer will notify their supervisor of the need for a DRE.

## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

- 2.6.4(a) The supervisor will notify Dispatch to page out the on call DRE. In the event a DRE is on-duty, the officer shall request the assistance of the DRE.
  - 2.7 Some suspected intoxicated drivers might request to contact an attorney for consultation purposes prior to submitting to the test.
    - 2.7.1 Violators do have the right to consult an attorney for consultation purposes prior to the test. In this event, the suspect has the right to have access to a local telephone book and a telephone. The officer shall allow the suspect twenty (20) minutes to contact an attorney for this purpose.
    - 2.7.2 Violators do NOT have the right to:
      - 2.7.2(a) Insist on a private, closed-door conference with an attorney prior to the test;
      - 2.7.2(b) Insist on their attorney being present for the test;
      - 2.7.2(c) Attempt to delay the test for an unreasonable amount of time. Such a delay constitutes a refusal to submit to the test after the twenty minutes has expired.
- 3 **DWI DETECTION (CALEA 61.1.11-5<sup>th</sup> Edition)**
  - 3.1 There are a number of things officers should be alert for in attempting to locate intoxicated drivers. Once a suspected intoxicated driver has been contacted, there are a number of standard steps that should be taken to determine the level of impairment prior to an arrest.
    - 3.1.1 During nighttime driving conditions, officers should watch for the following possible signs of intoxicated drivers:
      - 3.1.1(a) Turning movements with a wide radius;
      - 3.1.1(b) A driver appearing to be intoxicated;
      - 3.1.1(c) Weaving within a traffic lane or across lanes;
      - 3.1.1(d) Driving off of the roadway;
      - 3.1.1(e) Swerving or drifting actions;
      - 3.1.1(f) Driving into opposing or cross traffic;
      - 3.1.1(g) Signaling that is inconsistent with driving actions;
      - 3.1.1(h) Slow response to traffic signals;
      - 3.1.1(i) Turning abruptly or illegally.
    - 3.1.2 When a suspected intoxicated driver is contacted, officers shall use standardized field sobriety tests that the driver is able to participate in to determine the degree of impairment. Officers shall be responsible for maintaining a competent level of proficiency in the area of Standardized Field Sobriety tests.



## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

- 3.1.2(a) Of the three Standardized Field Sobriety tests, the Horizontal Gaze Nystagmus test is the most reliable and accurate indicator of impairment due to the presence of alcohol.
- 3.1.2(b) The Walk and Turn test is the second most reliable of the three tests. This is a divided attention test.
- 3.1.2(c) The One-Leg Stand test is the third of the three Standard Field Sobriety tests. It is also a divided attention test.
- 3.1.2(d) Officers who have been properly trained in the use of Portable Breath Tests (PBTs) may also administer a breath test on scene. This test shall be used only to assist in developing probable cause for the arrest. This is NOT a chemical test for evidentiary purposes.
  - 3.1.2(d.1) PBTs shall be issued to properly trained patrol officers at the discretion of the UOB Commander.
  - 3.1.2(d.2) The DWI Officer shall be responsible for providing training to the UOB Section in the use of PBTs and shall maintain a current list of officers qualified to use a Portable Breath Testing instrument.
  - 3.1.2(d.3) Only PBTs approved by the Department shall be authorized for use. Personally-owned PBTs are acceptable if they meet Department guidelines and have been inspected by a valid Type II Operator. The DWI Officer shall be responsible for approving personally- owned PBTs.
  - 3.1.2(d.4) Officers shall record all results of the Standardized Field Sobriety tests and the PBT on the Alcohol Influence Report form if an arrest is made for DWI.
- 3.1.3 In a case involving Zero Tolerance enforcement;
  - 3.1.3(a) A driver under the age of 21 is lawfully stopped while operating a motor vehicle. This includes contact at sobriety checkpoints. AND
  - 3.1.3(b) The officer has *reasonable grounds* to believe the driver has a blood alcohol content of .02% or more.
  - 3.1.3(c) The processing officer shall:

## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

- 3.1.3(c.1) Read Implied Consent to the driver at the scene of the stop.
- 3.1.3(c.2) If the driver agrees to submit to the test, he/she will be transported to either the Greene Co. Jail or South District Station. Transport shall be in a non-custodial manner, unless the driver is under arrest for another charge.
- 3.1.3(c.3) If the driver tests between .020% and .079%, the officer shall issue a Notice of Suspension/Revocation and confiscate the driver's license, per standard DWI procedure.
- 3.1.3(c.4) If the driver refuses to submit to the test, the officer shall issue a Notice of Revocation (DOR Form # 4323) and confiscate the driver's Missouri license, per standard DWI procedure.
- 3.1.3(c.5) Issue any probable cause tickets for the vehicle stop
- 3.1.3(d) The violator shall not be booked into jail because Zero Tolerance is an administrative enforcement action and is not a criminal matter.

## **4 DRUG RECOGNITION EXPERTS (CALEA 61.1.11-5<sup>th</sup> Edition)**

- 4.1 Due to the increase in the number of suspects using drugs other than alcohol or combined with alcohol, the Springfield Police Department is dedicated to removing these suspects from the roadways. The Uniform Operations Bureau shall maintain certified Drug Recognition Experts (DREs).
- 4.2 DREs shall be responsible for assisting any officer that suspects a suspect is under the influence of drugs other than alcohol in the event the suspect's BAC level is .079% or less.
- 4.3 DREs may also be used in criminal cases other than DWI-related offenses.
- 4.4 All DREs shall complete a Drug Influence Evaluation form that meets NHTSA guidelines when conducting drug evaluations. A copy of this report shall be forwarded to the DRE Agency Coordinator.
  - 4.4.1 This report shall be completed on all drug evaluations. In the event the DRE finds the suspect is not impaired or not under the influence of drugs other than alcohol, the DRE shall complete the evaluation form documenting their findings.

## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

- 4.5 All DREs shall maintain a log of all drug evaluations they conduct. This log shall consist of the DRE's opinion and the lab results in the event the suspect submits to the urine/blood test for all evaluations.
- 4.6 The NHTSA and the IACP govern the Drug Recognition Expert certification and procedures. All DREs shall follow the guidelines and procedures established by those agencies.

## **5 SOBRIETY CHECKPOINTS**

- 5.1 Various laws and court precedents deal with the operation of sobriety checkpoints. Personnel shall be familiar with these laws and precedents and adhere to the required procedures for operating a sobriety checkpoint.
- 5.2 The Chief of Police or their designee shall authorize sobriety checkpoints.
  - 5.2.1 The Traffic Section Commander or their designee shall be responsible for planning and supervising all sobriety checkpoints.
- 5.3 A media release advising the public that the Springfield Police Department is planning to conduct a sobriety checkpoint will be released prior to the start of the operation. It is recommended that the media release include the following:
  - 5.3.1 The month in which the checkpoint will be conducted;
  - 5.3.2 Information on why the Police Department is conducting the checkpoint;
  - 5.3.3 What a motorist may expect when they enter a checkpoint.
  - 5.3.4 Information that would disclose the exact date, time, and location of the sobriety checkpoint shall NOT be released and shall be kept confidential by all police personnel. The Checkpoint Supervisor shall only disclose the exact date, time, and location of the checkpoint to persons or organizations essential to the operation of the sobriety checkpoint.
- 5.4 The Sobriety Checkpoint Supervisor shall develop an operations order or plan prior to the start of checkpoint operations. The operations order shall contain specific orders and responsibilities for each operational task assigned to personnel involved in the checkpoint. A briefing prior to the start of the operation shall be conducted with all personnel assigned to the checkpoint being present.

## **6 SOBRIETY CHECKPOINT AFTER ACTION REPORT**

- 6.1 The supervisor responsible for the planning and execution of the sobriety checkpoint shall complete a Sobriety Checkpoint Operations Plan After Action Report, SPD Form # 14-OP-0648 after the event has been completed. The report shall include:
  - 6.1.1 Situation Information:
    - 6.1.1(a) Name of Incident Commander or Supervisor

## **SOG 405.6**

### **DWI Enforcement Procedures**

Effective Date: 10/06/2015

- 6.1.1(b) Beginning and ending date(s) and time(s) of the operation
    - 6.1.1(c) Location/Address
  - 6.1.2 Checkpoint Statistics:
    - 6.1.2(a) Number of motorists entering the checkpoint;
    - 6.1.2(b) Number of motorists checked for impairment;
    - 6.1.2(c) Longest wait time for the motorist to be processed;
      - 6.1.2(c.1) Motorist wait time begins when the motorist is effectively delayed (i.e. waiting in backed up traffic or checklane), and will end when the motorist is released from the checkpoint;
    - 6.1.2(d) Average wait time for the motorist to be processed.
  - 6.1.3 Summonses / Arrest Information:
    - 6.1.3(a) Number of DWLR/DWLS summonses issued;
    - 6.1.3(b) Number of other traffic summonses issued;
    - 6.1.3(c) Number of non-traffic related summonses issued;
    - 6.1.3(d) Total Number of DWI arrests;
    - 6.1.3(e) Number of DWI arrests requiring a Drug Recognition Expert (DRE);
    - 6.1.3(f) Number of warrant arrests;
    - 6.1.3(g) Number of other arrests (not including warrant or DWI);
    - 6.1.3(h) Summary and or comments relating summonses and arrest information.
  - 6.1.4 Logistics Data shall include:
    - 6.1.4(a) number of SPD Officers working the checkpoint;
    - 6.1.4(b) Number of hours SPD Officers worked;
    - 6.1.4(c) Number of officers from other agencies working the checkpoint, if applicable;
    - 6.1.4(d) Number of hours other agencies worked, if applicable;
    - 6.1.4(e) Summary and or comments relating to logistics data.
  - 6.1.5 An evaluation of the effectiveness of the Operations Plan for the checkpoint;
  - 6.1.6 Comments on strengths and/or weaknesses of the Operations Plan and suggestions for future improvements for similar checkpoints. (i.e. what was done that is not needed in the future, what was not done that should be done in the future, etc.)
- 6.2 After approval the supervisor shall ensure a copy of the completed report is saved to the corresponding Administrative Report Clearinghouse file.

**SOG 405.6**

DWI Enforcement Procedures

Effective Date: 10/06/2015

**IV     Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.7</b>
<b>Accreditation Index:</b> 61.3.2, 61.3.3 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## Ancillary Traffic Services

### I Policy

It is the policy of the Springfield Police Department to follow established procedures when dealing with various traffic-related functions. The primary goal in performing such activities is to provide for the safety of people using the streets and highways of the city.

### II Definitions

### III Procedure

#### 1 TRAFFIC ENGINEER

- 1.1 The safe movement of vehicular traffic through the city is a joint venture of several elements. Police personnel are responsible for enforcement activities in regard to traffic violations. The city's Traffic Engineer is responsible for the construction of safe roadways. In order to function effectively these two elements must work in cooperation.
- 1.2 The Traffic Section Commander shall be the main liaison with the Traffic Engineer.
- 1.3 Engineering problems observed or reported to police personnel by members of the public shall be passed on to the Traffic Engineer's office. Individual department members may do this through the city's in-house mail or may forward the information to the Traffic Commander.
- 1.4 The Traffic Engineer shall be supplied with copies of motor vehicle crash reports that are received by the police department. The Traffic Engineer provides statistical data to the police department based on these reports.

#### 2 TRAFFIC CONTROL AND DIRECTION

## **SOG 405.7**

### **Ancillary Traffic Services**

Effective Date: 05/31/2014

- 2.1 A number of situations can occur that require police personnel to perform traffic control and direction. This activity is often essential for the smooth flow of vehicular traffic but can put personnel in peril.
- 2.2 At most vehicular crash scenes, roadways become partially or fully blocked. While police personnel must fully investigate these events they must also arrange for smooth traffic flow of other vehicular traffic. Personnel may have to perform several different activities to create this smooth flow. (CALEA 61.3.2(a) – 5<sup>th</sup> Edition)
  - 2.2.1 Personnel should first attempt to protect the crash scene by properly positioning their police vehicle with adequate emergency lights activated.
  - 2.2.2 The crash investigation officer may require the assistance of additional personnel to direct traffic until the scene can be cleared.
  - 2.2.3 All personnel at a crash scene must coordinate their traffic direction activities to eliminate confusion on the part of motorists.
  - 2.2.4 At the scene of a fatal or serious injury crash, it may become necessary to completely or partially block a roadway for an extended period of time. The use of barricades as well as additional personnel is authorized for such scenes. On State maintained roadways, officers may request the assistance of the Missouri Department of Transportation's "Incident Response Team."
- 2.3 Police personnel shall use standardized hand signals while engaged in traffic direction activities. These gestures are taught in the basic police academy and in other police training. (CALEA 61.3.2(b) – 5<sup>th</sup> Edition)
- 2.4 Police personnel may be requested to assist with traffic direction at scenes of critical incidents. These situations can include critical incidents, natural or human-caused, which require an emergency response to protect life or property. Incidents may include, but are not limited to major disasters, emergencies, terrorist threats or attacks, wild land and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, tornadoes, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidences. (CALEA 61.3.2(c) – 5<sup>th</sup> Edition)
  - 2.4.1 Officers assigned to assist the Springfield Fire Department at the scene of a fire should contact the Fire Department Battalion Chief or his designee for instructions on their traffic assistance needs. If unavailable, the officer may request this information via the dispatcher.
  - 2.4.2 Officers shall ensure that motorists are not allowed to interfere with fire personnel or apparatus. Officers shall prevent motorists from driving across fire hoses.

## **SOG 405.7**

### **Ancillary Traffic Services**

Effective Date: 05/31/2014

- 2.5 Adverse weather conditions can create a number of situations that require blocking or directing vehicular traffic. (CALEA 61.3.2(d) 5<sup>th</sup> Edition)
  - 2.5.1 Severe weather can cause trees and other debris to block roadways and require traffic control by police personnel.
  - 2.5.2 Flooding may occur.
  - 2.5.3 Ice and snow may make certain roadways impassible.
  - 2.5.4 Officers encountering roadway traffic hazards due to adverse weather conditions should initially block the affected roadway with their police vehicle.
    - 2.5.4(a) If necessary, the responding officer's supervisor may request barricades from the City of Springfield Service Center in order to prevent passage of vehicular traffic onto the affected roadway.
    - 2.5.4(b) If the hazard involves utility services (ie. electricity, water, cable-etc.) the officer shall request that the dispatcher contact the appropriate utility agency.
    - 2.5.4(c) If traffic volume warrants it, the officer may detour traffic to an alternate route. Prior to detouring traffic from a major thoroughfare, officers should consult with their supervisors.
- 2.6 Under certain circumstances, it may become necessary to control traffic by manually operating electronic traffic signals. This may be the safest and most convenient method of directing traffic. (CALEA 61.3.2(e) – 5<sup>th</sup> Edition)
  - 2.6.1 Without prior approval of the City Traffic Engineer or the State Traffic Engineer, personnel may only alter a traffic signal by placing the signal on four-way flash mode.
  - 2.6.2 During planned events where large volumes of traffic will occur, arrangements can be made to control several traffic signal lights with manual controls. Only officers trained in such operation shall perform this activity.
  - 2.6.3 Circumstances that may require manual control of traffic control devices include Ozark Empire Fair, Street Machine Nationals, and any other significant event that may substantially alter the traffic flow from normal conditions.<sup>1</sup>
- 2.7 Temporary traffic control devices may be requested and used for long-term roadway blockages. A temporary stop sign shall be requested at locations where

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<sup>1</sup> Section 2.6.3 deleted Firefall, added Street Machine Nationals, per Policy Change Order 14-014, Effective Date 05/31/2014.



## **SOG 405.7**

### **Ancillary Traffic Services**

Effective Date: 05/31/2014

permanent signs have been removed through accident or theft. (CALEA 61.3.2(f) – 5<sup>th</sup> Edition)

- 2.8 Anytime (day or night) police personnel must direct traffic or be in the roadway controlling traffic, they shall wear approved reflective clothing. Personnel shall wear Department issued vests or other approved reflective clothing while engaging in accident investigation in and adjacent to the roadway. (CALEA 61.3.2(g) – 5<sup>th</sup> Edition)

## **3 POLICE ESCORTS (CALEA 61.3.3(a) and 61.3.3(b) – 5<sup>th</sup> Edition)**

- 3.1 Police personnel may be requested to assist motorists by performing escort services. This may be required for special events or may be requested by individual citizens.

3.1.1 Community Services Section personnel receive and process requests for escorts in regards to parades, organized runs and other activities. To be honored, these requests must be approved by the Chief of Police.

3.1.1(a) Community Services Section personnel will supply manpower to facilitate these requests.

3.1.1(b) Traffic and Patrol Section personnel may be needed on large events.

3.1.2 Police personnel do not routinely provide escorts for funeral processions. However, on a case-by-case basis, such escorts may be approved by the Chief of Police.

3.1.2(a) Funeral escorts for active police employees may be approved.

3.1.2(b) Funeral escorts with an extremely large number of vehicles involved in the procession may be approved.

3.1.3(c) Funeral processions for past police personnel may be authorized.

3.1.3 Police personnel shall not provide emergency escorts to medical facilities when requested by citizens. Personnel shall take other actions to assist the citizens.

3.1.3(a) Directions to hospitals may be given to the citizen.

3.1.3(b) If immediate medical attention is required, personnel should request the citizen to remain at the location of contact, request EMT services and perform necessary first aid.

3.1.3(c) Citizens may be shown to a hospital by police personnel but only by obeying all traffic laws and not performing an emergency escort.

## **SOG 405.7**

### **Ancillary Traffic Services**

Effective Date: 05/31/2014

- 3.1.3(d) Personnel may advise the citizen that EMT services can be called to the location of contact and the sick or injured person can be transported in an ambulance. Personnel should stay with the citizen until the EMTs arrive.

## **4 USE OF ROADBLOCKS**

- 4.1 Police personnel may be called upon to conduct roadblocks for a variety of reasons.
  - 4.1.1 The establishment of a roadblock must be approved by a member of the command staff or by a field supervisor.
  - 4.1.2 A commander or field supervisor may cancel a roadblock.
  - 4.1.3 A field supervisor or commander shall be in charge of a roadblock.
  - 4.1.4 The person in charge of a roadblock shall ensure that adequate staffing levels are available to operate the roadblock in a safe and efficient manner.
  - 4.1.5 In every case except extreme emergency conditions prior planning should take place before the establishment of a roadblock.
  - 4.1.6 Roadblocks may be considered for use under a number of situations. Some typical examples of situations where a roadblock may be authorized are:
    - 4.1.6(a) To conduct traffic checks such as sobriety check points;
    - 4.1.6(b) To search for a wanted or missing person;
    - 4.1.6(c) To stop a fleeing felon within the guidelines of SOG 304.2 Pursuit Vehicle Operation;
    - 4.1.6(d) To direct traffic away from a congested area;
    - 4.1.6(e) To assist with traffic direction during a special event;
    - 4.1.6(f) To conduct safety checks for the purpose of checking operation of vehicular safety equipment such as lights, brakes, and other legally mandated equipment;
    - 4.1.6(g) To conduct educational and enforcement safety checkpoints for the purpose of improving compliance with laws related to the use of safety restraint systems.
  - 4.1.7 All roadblocks shall be established in a manner that they are clearly visible to approaching traffic with adequate warning to allow for vehicles to come to a complete stop before reaching the roadblock.
  - 4.1.8 Roadblocks shall be established in such a manner that authorized and/or emergency vehicles are able to maneuver through the roadblocks. Normally, a roadblock should not block the entire roadway.
  - 4.1.9 Safety Checkpoints

## **SOG 405.7**

### **Ancillary Traffic Services**

Effective Date: 05/31/2014

- 4.1.9(a) Procedures for the establishment of safety checkpoints as authorized in Section 4.1.6(f) and 4.1.6(g) shall be as directed in this section.
- 4.1.9(b) All safety checkpoint plans shall be reviewed and approved by the Chief of Police prior to implementation.

## **5 TRAFFIC PLANNING AND COORDINATING COMMITTEES**

- 5.1 The Traffic Section Commander shall be the primary liaison with various committees whose primary focus involves the flow of traffic within the city and state. These committees may include, but are not limited to:
  - 5.1.1 The Traffic Safety Alliance of the Ozarks;
  - 5.1.2 Traffic Advisory Board;
  - 5.1.3 The Law Enforcement Traffic Safety Advisory Council (LETSAC);
  - 5.1.4 The Missouri Traffic Records Committee.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 08/15/2013	<b>Supersedes Policy Dated:</b> 07/26/2007	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.8</b>
<b>Accreditation Index:</b> 61.4.1, 61.4.2, 81.2.4 – 5 <sup>th</sup> Edition			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## Assistance to Highway Users<sup>1</sup>

### I Policy

It is the policy of the Springfield Police Department to provide needed assistance to motorists using the streets and highways within the city. This assistance is intended to protect the highway users from harm and to ensure that the necessary aid is obtained.

### II Definitions

### III Procedure

- 1 The streets and other roadways within the city of Springfield are used by city residents and by visitors from various locations. Police personnel should be alert to and attempt to provide a variety of assistance to these people.
- 2 GENERAL ASSISTANCE (CALEA 61.4.1(a) – 5<sup>th</sup> Edition)
  - 2.1 Highway users may request or contact police personnel and request assistance for a variety of reasons.
  - 2.2 Due to the number of tourist attractions in and around Springfield, police personnel may often be asked for direction to specific locations. Personnel shall provide detailed directions to the desired locations. Personnel should be familiar with popular destinations and be readily able to supply directions.
  - 2.3 Personnel shall be alert for motorists who are in need of assistance due to mechanical problems with their vehicles. Personnel should make efforts to obtain

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<sup>1</sup> This document has been revised to meet current formatting standards. Minor grammatical and/or typographical corrections have been completed as necessary, per Policy Change Order 13-074, Effective Date 08/15/2013.

## **SOG 405.8**

### **Assistance to Highway Users**

Effective Date: 08/15/2013

- the needed help. Some typical problems may include: (CALEA 61.4.1(b) – 5<sup>th</sup> Edition)
- 2.3.1 Need for towing to a repair location;
  - 2.3.2 Need for roadside repairs (change of flat tires, etc.);
  - 2.3.3 Need for fuel.
- 2.4 Personnel are encouraged to assist motorists if an obvious problem exists. Department personnel shall not make mechanical repairs to a citizen's vehicle. Consideration should be given to priority calls-for-service.
- 2.4.1 Personnel shall attempt to obtain additional assistance for motorists who are in need of professional services.
  - 2.4.2 Personnel should attempt to cause a requested tow service to be notified.
  - 2.4.3 When a motorist knows of no tow service to call, personnel shall show the motorist a copy of the approved tow list and have the motorist select a company.
    - 2.4.3(a) Police personnel may not recommend a particular tow service.
- 2.5 If a tow service or other assistance is called for a motorist, personnel shall ensure the motorist is safe while waiting for assistance. This may require personnel to stay with the motorists, until assistance arrives.
- 2.6 Personnel should take into account the existing conditions (weather, time-of-day, location, person involved, etc.) before leaving a stranded motorist without police or other assistance being present. (CALEA 61.4.1(c) – 5<sup>th</sup> Edition)
- 2.7 Lockouts
- 2.7.1 Lockout service is provided by private enterprise and Police must not create unfair competition. Instead police officers shall:
    - 2.7.1(a) Only intervene in case of an emergency to children and pets;
    - 2.7.1(b) Attempt to verify ownership prior to release of the vehicle;
    - 2.7.1(c) Not request response from the Fire Department to gain entry;
    - 2.7.1(d) Not gain access only if the vehicle is running or the keys are inside;
    - 2.7.1(e) Explain courteously if service cannot be provided and why not;
    - 2.7.1(f) Investigate criminal negligence, if appropriate.
- 3 EMERGENCY ASSISTANCE (CALEA 61.4.1(d) – 5<sup>th</sup> Edition)

## **SOG 405.8**

### **Assistance to Highway Users**

Effective Date: 08/15/2013

- 3.1 Police personnel may encounter situations that require some type of emergency assistance for motorists.
  - 3.1.1 When officers contact a motorist in need of emergency medical assistance they shall request EMT personnel to contact them at the location. Police personnel shall perform emergency first aid as required prior to the arrival of the EMTs. (CALEA 81.2.4(a) – 5<sup>th</sup> Edition)
  - 3.1.2 Police personnel may encounter motorists with vehicles on fire. (CALEA 81.2.4(a) – 5<sup>th</sup> Edition)
    - 3.1.2(a) Personnel shall immediately request assistance from the fire department.
    - 3.1.2(b) Personnel shall ensure that all vehicle occupants are out of the vehicle and are at a safe location. Personnel should not jeopardize their own safety when dealing with a fully engulfed vehicle fire.
    - 3.1.2(c) Personnel may attempt to extinguish small vehicle fires by using the fire extinguishers from the police vehicles. Caution should be used during such activities.
- 4 TRANSPORTING CITIZENS
  - 4.1 Citizens requiring transportation should normally be referred to local taxi companies. Under extenuating circumstances, personnel may transport citizens in police vehicles. Great care must be exercised while doing this.
- 5 REPORTING HAZARDOUS ROADWAY CONDITIONS (CALEA 61.4.2 and 81.2.4(a) – 5<sup>th</sup> Edition)
  - 5.1 During routine operations, police personnel shall be alert for hazardous roadway conditions. When found, these conditions shall be reported to Emergency Communications via the police radio by police personnel and then relayed to the proper authorities.
  - 5.2 A number of situations can cause various types of debris to be in a roadway.
    - 5.2.1 Debris at crash scenes shall be removed by tow truck operators. If no tow trucks are required, personnel shall report the need for debris removal.
    - 5.2.2 Severe weather can cause tree limbs and other debris to block roadways.
    - 5.2.3 Items falling from vehicles can land on roadways.
  - 5.3 Debris needing removal from city maintained streets shall be reported to the City Service Center for removal.
  - 5.4 Debris on state maintained roadways shall be reported to the State Highway Department for removal.

## **SOG 405.8**

### **Assistance to Highway Users**

Effective Date: 08/15/2013

- 5.5 Personnel shall be alert to hazardous conditions involving traffic control devices.
  - 5.5.1 Personnel shall report traffic signal lights that are not functioning or have lights burnt out, etc.
  - 5.5.2 Personnel shall report traffic control devices (stop signs, etc.) that are blocked or partially blocked by tree limbs and other articles.
  - 5.5.3 Personnel shall report missing or damaged traffic control devices.
- 5.6 In many cases, personnel are able to remedy hazardous situations temporarily until assistance from the proper agency or department arrives.
  - 5.6.1 Personnel may move small items of debris off of the roadway and to the side of the road.
  - 5.6.2 Personnel may be able to correct the direction of a turned traffic information/control sign without the need of additional assistance.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 03/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>405.9</b>
<b>Accreditation Index:</b> 61.1.7, 81.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Traffic Operations	
<b>Chief of Police:</b>			

## Stopping and Approaching Traffic Violators

### I Policy

It is the policy of this department to establish guidelines for stopping and approaching traffic violators.

The practice of using racial, age, gender or any other socioeconomic characteristic as the sole determinant for initiating a car stop is illegal and will not be tolerated in the Springfield Police Department.

All officers shall have clear, articulable and lawful reasonable suspicion independent of *race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation* to justify any car stop for either traffic or criminal investigation purposes and upon making such car stops shall conduct investigations and enforce the law fairly and equally. All stops, searches, seizures, and arrests shall be conducted and reported in accordance with the law and with the regulations of this Police Department. Officers shall comply with all statutes on the reporting of traffic stop information (590.650 RSMo) promptly and accurately.

### II Definitions

### III Procedure

- 1 The stopping and approaching of persons observed violating traffic laws is an integral part of the day-to-day operation of Uniform Operations Bureau personnel. No vehicle stop should be considered to be routine and there are inherent dangers in every vehicle stop.



## **SOG 405.9**

### **Stopping and Approaching Traffic Violators**

Effective Date: 10/06/2015

- 2     **VEHICLE STOP OPERATIONS (Also refer to SOG 103.3, Bias Based Policing)**
  - 2.1     Nothing in this directive precludes an officer from stopping a vehicle to offer assistance, (e.g. to inform the driver that an item was left on the roof or a substance is leaking from the car).
  - 2.2     Officers are prohibited from stopping, detaining, searching or arresting anyone based solely on the person's *race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation*.
  - 2.3     Officers are prohibited from routinely and knowingly stopping members of minority groups for violations of vehicle laws as a pretext for investigating other violations of criminal law. (590.650 RSMo.)
- 3     **REVIEW OF VEHICLE STOP PRACTICES**
  - 3.1     Annually, the Attorney General for the State of Missouri will publish a report on vehicle stops for the Springfield Police Department.
  - 3.2     The Chief of Police, as required by state law, in consultation with Bureau Commanders will determine if officers are exhibiting a pattern of disproportionate traffic stop practices and shall order an investigation by the Inspections and Internal Affairs Unit.
  - 3.3     Any personnel found to have engaged in race-based stops shall receive appropriate counseling and training within 90 days of the review.
- 4     **DUTY TO ACT AND REPORT**
  - 4.1     Officers shall perform their required duties and shall not refrain from conducting lawful traffic stops only because they wish to avoid reporting requirements under this directive.
  - 4.2     Officers are required to accurately report all stops as required by law.
  - 4.3     Supervisors shall ensure that officers comply with the policies and procedures in this directive.
- 5     **PURPOSE OF VIOLATOR STOPS (CALEA 61.1.7(a), 61.1.7(b)-5<sup>th</sup> Edition)**
  - 5.1     Departmental personnel stop traffic violators as part of the department's overall traffic enforcement efforts. Violators are stopped and contacted for a number of reasons.
  - 5.2     The primary purpose for all traffic enforcement activity is to gain voluntary compliance with traffic and other laws.
  - 5.3     To warn or cite violators when appropriate.
  - 5.4     To locate and apprehend suspects.
  - 5.5     To act as a deterrent to other motorists.

## **SOG 405.9**

### **Stopping and Approaching Traffic Violators**

Effective Date: 10/06/2015

- 6 LOCATION OF VIOLATOR STOPS (CALEA 61.1.7(a) and 61.1.7(b)-5<sup>th</sup> Edition)
  - 6.1 Personnel must consider a number of issues concerning the location for making a vehicle stop for a traffic violation.
    - 6.1.1 When stopping a violator personnel should consider:
      - 6.1.1(a) Traffic congestion;
      - 6.1.1(b) Availability of a back-up officer, if needed;
      - 6.1.1(c) The roadway configuration - hill, curve, width, shoulder size, etc.
    - 6.1.2 Personnel may choose to delay a stop until a more suitable location is found.
- 7 RADIO TRAFFIC (CALEA 61.1.7(a), 61.1.7(b), and 81.2.4(a)-5<sup>th</sup> Edition)
  - 7.1 For officer safety reasons, personnel should provide information to communications about all traffic violator stops.
    - 7.1.1 If possible, the following information should be relayed prior to initiating the stop:
      - 7.1.1(a) Planned location of the stop;
      - 7.1.1(b) License number of violator's vehicle;
      - 7.1.1(c) Vehicle description;
      - 7.1.1(d) Reason for the stop;
      - 7.1.1(e) Number and basic description of occupants.
- 8 STOPPING THE VIOLATOR (CALEA 61.1.7(a) and 61.1.7(b)-5<sup>th</sup> Edition)
  - 8.1 Personnel may use a number of techniques to gain the attention of violators and to get them to come to a stop.
    - 8.1.1 These include:
      - 8.1.1(a) Activate the police vehicle's emergency lights;
      - 8.1.1(b) Sound the police vehicle's horn;
      - 8.1.1(c) Shine the spotlight into the violator's vehicle;
      - 8.1.1(d) Manually activate the police vehicle's siren;
      - 8.1.1(e) Full operation of the siren.
- 9 POSITIONING OF POLICE VEHICLE (CALEA 61.1.7(a) and 61.1.7(b)-5<sup>th</sup> Edition)
  - 9.1 Personnel should position their police vehicle behind and in relation to the violator's vehicle in such a manner that affords the greatest amount of safety for the personnel and the violator.
  - 9.2 There are two basic methods of positioning the police vehicle:

Effective Date: 10/06/2015

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## SOG 405.9

### Stopping and Approaching Traffic Violators

Effective Date: 10/06/2015

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## 12 CONTACTING THE VIOLATOR (CALEA 61.1.7(a) and 61.1.7(b)-5<sup>th</sup> Edition)

### 12.1 Precautions should also be taken once personnel have reached the violator.

[REDACTED]

## 13 CONVERSATION WITH THE VIOLATOR (CALEA 61.1.7(a) and 61.1.7(b)-5<sup>th</sup> Edition)

### 13.1 The majority of violators contacted by police personnel are ordinary citizens who may form their entire opinion of the police department from one encounter

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## **SOG 405.9**

### **Stopping and Approaching Traffic Violators**

Effective Date: 10/06/2015

on a traffic stop. Personnel should keep this and all safety precautions in mind during a traffic stop.

13.1.1 Explain the reason for the traffic stop to the violator.

13.1.2 Do not lecture or "talk down" to the violator.

13.1.3 Do not argue with a violator.

## **14 REPORTING VEHICLE STOPS**

14.1 In addition to any routine Offense or Incident reporting, officers shall complete the Vehicle Stop Report for any stop made for purposes of enforcement of state motor vehicle statutes or municipal traffic ordinances; either for moving violations or equipment violations.

14.1.1 Hazardous moving violations

14.1.2 Equipment violations

14.1.3 License and registration violations

14.1.4 Criminal stops, and investigative stops, or for reasons other than alleged motor vehicle violations.

14.2 Officers shall complete the Vehicle Stop Report via laptop computer in their cars.

14.3 Research and Development shall tabulate data from submitted Vehicle Stop Reports and shall produce administrative data reports for submission by the Chief of Police to the Office of Attorney General, State of Missouri as required by law.

## **15 RELEASE TO PUBLIC**

15.1 Access to specific, individualized Vehicle Stop Report information by the public shall only be authorized by subpoena or Open Records request following review and advice by the Law Department.

15.2 Release of vehicle stop data collected on the Vehicle Stop Report shall be authorized by the Chief of Police.

## **16 ACTION TAKEN ON VIOLATIONS**

16.1 In most situations, police personnel may use their discretion to determine the best method to deal with a violator. The goal of "voluntary compliance" should be kept in mind.

16.1.1 Personnel may issue a verbal warning to a violator for a minor offense.

16.1.2 Personnel may issue the violator a summons for the offense.

16.1.3 Personnel may arrest certain violators.

## **SOG 405.9**

### **Stopping and Approaching Traffic Violators**

Effective Date: 10/06/2015

#### **17 WANTED AND DRIVING RECORD CHECKS (CALEA 81.2.4(a)5<sup>th</sup> Edition)**

17.1 Personnel should utilize their Mobile Data Terminal (MDT) to complete wanted and/or driving history checks on violators. When the MDT is unavailable, or for other reasons such as officer safety, they may request that communications complete the checks for them.

17.1.1 Due to a number of situations this is not always practical.

17.1.1(a) Personnel should use their own judgment in requesting these checks.

17.1.2 Do not request these checks while in a position where the violator may overhear the radio traffic.

17.1.3 Personnel should consider the nature of the violation, the actions of violator and the amount of time required to complete these checks when requesting them.

17.1.4 These checks must be completed if a violator is arrested.

#### **18 ISSUING A CITATION**

18.1 When personnel issues a citation to a violator a number of steps must be completed prior to the release of the violator.

18.1.1 Explain the charge for which the citation was issued.

18.1.2 Summons the violator to the appropriate court (Municipal or Associate Circuit, or refer them to the State Fine Collection Center (FCC)) and explain the court location to the violator.

18.1.3 Assign the proper court date and time to the violator.

18.1.3(a) Municipal Court violations should be cited into court within two weeks of the violation and should be assigned a court date on a Monday, Wednesday or Friday at 0900 hours.

18.1.3(b) Associate Circuit violations should be cited into court at least 60 days from the date of the violation and should be assigned a court date on any Monday, Tuesday, Wednesday, Thursday, or Friday at 0930 hours.

18.1.3(c) All State violations other than those listed on the FCC guide, should be referred to the Fine Collection Center and should have the words "Within 30 Days" written in the court date area of the citation.

18.1.4 Officer should explain available alternatives to the violator.

#### **19 COMPLETING A VIOLATOR STOP**

## **SOG 405.9**

### **Stopping and Approaching Traffic Violators**

Effective Date: 10/06/2015

- 19.1 Once the violator has been warned or a summons has been issued, the officer must continue to be cautious until the violator has left the location.

## **20 STOPS AT NIGHT (CALEA 61.1.7(c)-5<sup>th</sup> Edition)**

- 20.1 It is important during all violator stops to be able to see the actions and movements of the occupants of the stopped vehicle. This becomes more difficult during nighttime hours.

[REDACTED]

## **21 HIGH RISK STOPS (CALEA 61.1.7(c)-5<sup>th</sup> Edition)**

- 21.1 For a number of reasons, violator stops can become high-risk stops. An impaired driver or vehicle occupants who are wanted for the commission of some crime may pose an elevated threat to the safety of the officer.

[REDACTED]

## **SOG 405.9**

### **Stopping and Approaching Traffic Violators**

Effective Date: 10/06/2015

#### **22 FELONY VEHICLE STOPS (CALEA 61.1.7(c)-5<sup>th</sup> Edition)**

- 22.1 Officers who have reason to believe a suspect(s) is armed, has committed a violent felony or possesses a significant threat to the officer shall conduct a felony vehicle stop on the suspects.

#### **23 ROLE OF THE BACKUP OFFICER**

- 23.1 The officer initiating a traffic stop may use their discretion on requesting a back-up officer. There are some general guidelines the back-up officer should follow:

- 23.1.1 With a two-officer initial unit the second officer should act as the back-up officer.

- 23.1.1(a) The second officer:

- 23.1.1(a.1) Should exit the police vehicle but remain with it in a position of cover;

- 23.1.1(a.2) May elect to advance to the area of the right side of the violator's vehicle as the primary officer makes initial contact with the driver.



**SOG 405.9****Stopping and Approaching Traffic Violators**

Effective Date: 10/06/2015

- 23.1.2 When a second unit is used as a back-up, the officer(s) in this unit should follow some general guidelines.
  - 23.1.2(a) If the second unit approaches from the rear the officer in the second unit should turn off the police vehicle's headlights so as not to silhouette the initial officer.
  - 23.1.2(b) The second unit should normally be partially offset to the right of the primary unit.
  - 23.1.2(c) The second unit should follow the directions of the primary unit or assume the back-up role near the right rear of the stopped vehicle.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 03/09/2006	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>407.1</b>
<b>Accreditation Index:</b> 70.1.1 (CALEA 5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Arrests	
<b>Chief of Police:</b>			

## Prisoner Searches of Opposite Sex <sup>1</sup>

### I Policy

It is the policy of the Springfield Police Department to establish a standard of conduct for searching prisoners that are not of the same sex as the searching personnel.

### II Definitions

**Search Incident to Arrest** – a search of the person of the suspect that is conducted on a post arrest basis and contemporaneous with the arrest.

**Frisk** – a carefully limited search of the outer clothing of a person for the purpose detecting a weapon. Must be based on a reasonable suspicion that criminal activity is afoot, and that the person in question is presently armed and dangerous.

**Consent Search** – a search of the person based on the officer having asked for and received permission from the individual in question to conduct a search of their person.

### III Procedure

#### 1 SEARCH INCIDENT TO ARREST (CALEA 70.1.1 – 5<sup>th</sup> Edition)

1.1 Generally, searches of suspects of the opposite sex are expressly forbidden. Prisoners shall be searched by members of the same sex, unless emergency situations direct an immediate limited search to protect from serious injury or death. When an officer arrests a person of the opposite sex, and an officer of the

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<sup>1</sup> This document has been revised to meet current formatting standards. Minor grammatical and/or typographical corrections have been completed as necessary, per Policy Change Order 14-083, Effective Date 10/15/2014.

## **SOG 407.1**

### **Prisoner Searches of Opposite Sex**

Effective Date: 10/15/2014

same sex is not available, and safety necessitates the need for an immediate search, the arresting officer shall conduct a search of the prisoner in the following manner:<sup>2</sup>

- 1.1.1 The search shall be recorded on video tape using a department-owned recording device, to include the Mobile Video System or hand-held video camera, if available.
  - 1.1.1(a) If not video recorded, reasons for such shall be documented in an incident report by the officer conducting the search.
- 1.1.2 The search shall be witnessed by another officer.
- 1.1.3 The prisoner shall be handcuffed prior to the search.
- 1.1.4 The search shall be conducted in a routine manner consistent with training for searches of prisoners for the same sex, except for the following:
  - 1.1.4(a) Officers will inspect pockets by inserting their hand in same, palm out, and removing any items as necessary for inspection.
  - 1.1.4(b) Officers shall not search the genital area of a prisoner of the opposite sex, or the breast of a female prisoner. Any search into these areas will be conducted by an officer of the same sex.
  - 1.1.4(c) In order to retrieve/secure a weapon for safety purposes, officers may retrieve a weapon from the genital area of a prisoner, or breast area of a female prisoner, if immediately necessary. However, if circumstances allow, officers are encouraged to secure the prisoner and wait for an officer of the same sex as the prisoner to retrieve the weapon.
- 1.1.5 Any time a search of a suspect of the opposite sex is necessary, the search methods used and name of any witnesses to the search shall be documented in the incident report by the officer conducting the search.

## **2 FRISK (CALEA 70.1.1 – 5<sup>th</sup> Edition)**

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<sup>2</sup> Section 1.1, not previously numbered, was revised to include searches in emergency situations, per Policy Change Order 14-083, Effective Date 10/15/2014.

## **SOG 407.1**

### **Prisoner Searches of Opposite Sex**

Effective Date: 10/15/2014

- 2.1 Generally, frisks of persons of the opposite sex are expressly forbidden. When an officer has a lawful basis to perform a frisk of a person of the opposite sex, and an officer of the same sex is not available, and safety necessitates the need for an immediate frisk, the officer shall conduct the frisk of the person in the following manner:
  - 2.1.1 The frisk shall be recorded on video tape using any available, department owned recording device, to include the Mobile Video System or hand-held video camera, if available.
    - 2.1.1(a) If not video recorded, reasons for such shall be documented in an incident report by the officer conducting the frisk.
  - 2.1.2 The person to be frisked may or may not be handcuffed, at the discretion of the officer.
  - 2.1.3 The officer will conduct a carefully limited frisk of the outer clothing of the person for the purpose of detecting a weapon, as with a person of the same sex, with the following limitations:
    - 2.1.3(a) When officers are of the opposite sex from the person being frisked, they will not touch the genitals of that person, or the breast of a female during the frisk.
      - 2.1.3(a.1) In the event that an expansion of the frisk (genital or female breast area) becomes necessary due to the presence of a weapon, the officer may retrieve the weapon, if immediately necessary, or immobilize the person until an officer of the same sex arrives.
      - 2.1.3(a.2) Reasons for the expansion/necessity for immediate retrieval of a weapon shall be documented in an Incident Report.

## **3 CONSENT SEARCH**

- 3.1 When an officer of the opposite sex from the person to be searched wishes to conduct a search based on consent, and an officer of the same sex is not present, the officer shall conduct the search in the following manner:
  - 3.1.1 The officer shall request an officer of the same sex as the person to be searched to come to the scene and conduct the search.
  - 3.1.2 In the event that no officer of the same sex is available, the officer

## **SOG 407.1**

### **Prisoner Searches of Opposite Sex**

Effective Date: 10/15/2014

will inform the person to be searched of that fact. The officer will then give the person to be searched an opportunity to withdraw their consent. If, once being informed of the opportunity to withdraw their consent, the person agrees to the search, the search may proceed.

3.1.3 The search based on consent will be conducted in the same manner as a search incident to arrest, within the scope of the consent.

3.1.4 The person being searched may or may not be handcuffed, at the discretion of the officer.

## **4 DETENTION FACILITY**

4.1 When a prisoner of a particular sex has been searched by an officer of the opposite sex, following that search:

4.1.1 The prisoner will be searched again upon arrival at the GCCJC Jail;

4.1.2 The subsequent search may be conducted by GCCJC staff of the same sex as the prisoner and shall include a search of the genital area (and in the case of a female, the breasts)

4.1.2(a) Or it may be conducted by SPD personnel at the request of and under the direction and instruction of GCCJC staff.

4.1.3 When such searches are conducted, the arresting or transporting officer shall insure it is conducted by an officer/employee of the same sex and shall seek search assistance in the following priority:

4.1.3(a) Springfield Police Officer at the scene of arrest;

4.1.3(b) GCCJC staff at the GCCJC facility;

4.1.3(c) Springfield Police Officer at GCCJC facility;<sup>3</sup>

4.1.4 Strip searches and body cavity searches shall ONLY be conducted by SPD staff as provided by SOG 407.2, Strip Search/Body Cavity Search.

## **IV Attachments**

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<sup>3</sup> Section 4.1.3(d) pertaining to PSR transporting prisoners deleted, per Policy Change Order 14-083, Effective Date 10/15/2014.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/29/2016	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>407.2</b>
<b>Accreditation Index:</b> 1.2.8, 70.1.1 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Arrests	
<b>Chief of Police:</b>			

## Strip Search / Body Cavity Search

### I Policy

The Springfield Police Department hereby establishes a policy for conducting strip searches and body cavity searches of prisoners in custody of the Department. <sup>1</sup>

### II Definitions

**Strip Search** – The removal or rearrangement of some or all of the clothing of a person so as to permit an external inspection of the genitals, buttocks, anus, breasts, or undergarments of such person including inspections conducted visually, manually, or by means of any physical instrument. <sup>2</sup>

**Body Cavity Search** – The internal inspection of a person's anus or genitalia, including inspections conducted visually, manually, or by means of any physical instrument. <sup>3</sup>

### III Procedure

#### 1 SEARCH RESTRICTIONS <sup>4</sup> (CALEA 1.2.8(a)) <sup>5</sup>

- 1.1 No person arrested or detained for a traffic offense or an offense which does not constitute a felony may be subject to a strip search or a body cavity search by an employee of this department unless there is probable cause to believe that such

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1 Policy Statement revised, capitalization corrections, per Policy Change Order 15-075.

2 Definition of *strip search* revised, clarifying language added, per Policy Change Order 15-075.

3 Definition of *body cavity search* revised, clarifying language added, per Policy Change Order 15-075.

4 Section 1 revised, capitalization corrections throughout section, per Policy Change Order 15-075.

5 5<sup>th</sup> Edition removed from all CALEA references, per Policy Change Order 15-075.

## **SOG 407.2**

### **Strip Search/Body Cavity Search**

Effective Date: 03/29/2016

person is concealing a weapon, evidence of the commission of a crime, or contraband.

- 1.2 All strip searches and body cavity searches must be approved by a Commander in addition to any other requirements.

1.3 Strip Searches

1.3.1 All strip searches conducted by employees of this department shall be performed by two non-sworn persons or one sworn officer of the same sex as the person being searched and shall be conducted on premises where the search cannot be observed by any person other than the person(s) physically conducting the search, except that nothing herein shall be interpreted to prohibit a readily available person from being present at the request and consent of the person being searched. (CALEA 1.2.8(b))

1.3.2 All strip searches should be conducted at Police Headquarters, the South District Station, or the Greene County Jail unless exigent circumstances exist. <sup>6</sup>

1.3.3 A strip search may be conducted under the following conditions: <sup>7</sup>

1.3.3(a) On a person detained or arrested on probable cause for any felony charge;

1.3.3(b) On a person detained or arrested on probable cause for any traffic offense or misdemeanor charge under the exigencies listed in 1.1;

1.3.3(c) Pursuant to a duly executed search warrant;

1.3.3(d) Upon gaining written consent from the person to be searched.

1.3.3(d.1) The person being searched may revoke consent at any time during the search or before the search begins, at which time the search shall be stopped immediately.

1.4 Body Cavity Searches <sup>8</sup>

1.4.1 All body cavity searches will be conducted under sanitary conditions by a physician, registered nurse, or practical nurse licensed to practice in this state.

1.4.1(a) A body cavity search of a person detained or arrested for a traffic offense or an offense which does not constitute a felony may only be conducted pursuant to a duly executed search warrant. (CALEA 1.2.8(b))

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<sup>6</sup> Section 1.3.2 revised, *SDS* added to list of locations where strip searches should be conducted, per PCO 15-075.

<sup>7</sup> Section 1.3.3 revised, minor wording changes throughout section, per Policy Change Order 15-075.

<sup>8</sup> Section 1.4 reorganized for clarification, per Policy Change Order 15-075.

## **SOG 407.2**

### **Strip Search/Body Cavity Search**

Effective Date: 03/29/2016

1.4.1(b) A body cavity search of a person detained or arrested on a felony charge may be conducted pursuant to a duly executed search warrant or upon gaining written consent from the person to be searched.

1.4.1(b.1) The person being searched may revoke consent before the search begins or at any time during the search. The search shall be stopped immediately upon revocation of consent.

## **2 REPORTING – OFFICER RESPONSIBILITY <sup>9</sup> (CALEA 1.2.8(c))**

2.1 All strip searches shall be noted in the officer's report. The report shall include:

2.1.1 The location of the search;

2.1.2 Name(s) of the person(s) being searched; <sup>10</sup>

2.1.3 Name(s) of the person(s) conducting the search;

2.1.4 Names of all persons present;

2.1.5 Name of the supervisor authorizing the search;

2.1.6 Justification for the search.

2.2 All body cavity searches shall be noted in the officer's report with a copy of the search warrant attached, if applicable.

2.3 Complete a Body Search Authorization (SPD Form # 98-SP-0299) for all strip searches or body cavity searches. After Command authorization, submit the original to Records and furnish a copy to the person who was searched.

## **3 AUTHORIZATION – COMMANDER RESPONSIBILITY <sup>11</sup> (CALEA 1.2.8(a))**

3.1 Verify none of the restrictions listed on the Body Search Authorization form apply.

3.2 Verify the probable cause standard has been met, when applicable.

3.3 The Commander may then authorize or deny the request.

## **4 EXCEPTION IN A FIELD SITUATION <sup>12</sup> (CALEA 1.2.8(a) and 70.1.1)**

4.1 After conducting a proper pat down search, an officer in a field situation and with adequate probable cause may conduct a limited search by opening or rearranging a person's clothing to locate and seize a weapon that could be used against the officer or an innocent person.

4.1.1 The removal of clothing inconsistent with modesty is prohibited in a field situation unless exigent circumstances are involved.

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<sup>9</sup> Section 2 revised, capitalization corrections throughout section, per Policy Change Order 15-075.

<sup>10</sup> Section 2.1.2 added, subsequent sections were renumbered accordingly, per Policy Change Order 15-075.

<sup>11</sup> Section 3 reorganized, per Policy Change Order 15-075.

<sup>12</sup> Section 4 revised, minor wording changes, per Policy Change Order 15-075.



**SOG 407.2****Strip Search/Body Cavity Search**

Effective Date: 03/29/2016

- 4.1.1(a) Notification to a Commander must be made as soon as possible in the event this type of search is performed.
- 4.2 If such a search is conducted, the officer performing the search shall include the facts of the incident in their report.

**5 COURT-COMMITTED PERSONS <sup>13</sup>**

- 5.1 The provisions of this policy shall not apply to persons committed to a correctional institution or jail by judgment of a court of competent jurisdiction.

**IV Attachments**

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<sup>13</sup> Section 5 heading revised, hyphen added, per Policy Change Order 15-075.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2016	<b>Supersedes Policy Dated:</b> 08/05/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>407.4</b>
<b>Accreditation Index:</b> 17.5.3, 41.2.7, 70.1.1, 70.1.2, 70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.4.2, 81.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Arrests	
<b>Chief of Police:</b>			

## Prisoner Transportation

### I Policy

Every person who is arrested/detained by a Springfield Police Officer will be thoroughly searched prior to transportation. All prisoners/detainees will be handcuffed during transportation. <sup>1</sup> (CALEA 70.2.1)

### II Definitions

**Officer** - Refers to either a Springfield Police officer or a transporting officer.

### III Procedure

#### 1 USING RESTRAINTS (CALEA 70.2.1)

1.1 All persons arrested by a Springfield Police Officer shall be restrained with handcuffs prior to transportation. <sup>2</sup> When possible, prisoners shall be handcuffed behind their backs and the handcuffs will be double locked.

1.1.1 Exceptions to handcuffing prisoner's hands behind their backs will be allowed for handicapped, ill, or injured prisoners. In the event such a person is arrested, the prisoner shall be restrained in a manner which restricts their ability to harm an officer or others.

1.2 Violent prisoners may require leg restraints, in addition to handcuffs, during transport. <sup>3</sup>

1.2.1 Prisoners shall not be "hog tied".

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1 Policy Statement revised, specific method of handcuffing removed, per Policy Change Order 16-011.

2 Section 1.1 revised, specific destination removed, per Policy Change Order 16-011.

3 Section 1.2 added and *hog tie* prohibition moved from Section 1.3, per Policy Change Order 16-011.

## **SOG 407.4**

### **Prisoner Transportation**

Effective Date: 05/31/2016

- 1.3 Mentally-ill prisoners may pose a significant threat to themselves as well as transporting officers. In severe cases, an ambulance may be a more suitable method of transportation, as they can provide additional restraint options. <sup>4</sup> (CALEA 41.2.7)
- 1.4 Prisoners who are to be transported over long distances require special restraint considerations. Waist security chains (similar in style to Peerless Security Chains model PSC60/78) and leg irons shall be utilized. <sup>5</sup>
- 1.5 In all cases, the type(s) of restraint(s) used during transport shall be documented in the officer's report. <sup>6</sup>

## **2 SEARCHING**

- 2.1 It is the responsibility of each officer who has custody of a prisoner, however brief in time, to search the prisoner for weapons and evidence of the crime for which they were arrested. All searches will be subject to the limitations in SOG 407.1 – Prisoner Searches of Opposite Sex and SOG 407.2 – Strip Searches / Body Cavity Search. (CALEA 70.1.1)
- 2.2 Prior to placing a prisoner in a police vehicle, the transporting officer shall conduct a thorough search of the prisoner for weapons, paying particular attention to pockets, cuffs, collars, and any other place where a weapon may be concealed. <sup>7</sup> (CALEA 70.1.1)
- 2.3 The police vehicle used for transportation shall be searched prior to any transport to ensure no contraband or weapons are present in the prisoner compartment or accessible to the prisoner. The transporting officer shall conduct another search immediately after the transport to ensure no contraband or weapons were left in the vehicle. Officers shall include this information in their report. <sup>8</sup> (CALEA 70.1.2)

## **3 TRANSPORTING (CALEA 70.2.1)**

- 3.1 Officers will use available police cars for the transportation of prisoners. <sup>9</sup>
  - 3.1.1 Detention Transportation Vehicles may be used when:
    - 3.1.1(a) The prisoner is violent;
    - 3.1.1(b) The prisoner is unkempt, soiled, or bloody;
    - 3.1.1(c) There are multiple prisoners;

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<sup>4</sup> Section 1.3 revised, rewording and some information moved to Section 1.2, per Policy Change Order 16-011.

<sup>5</sup> Section 1.4 (previously 1.2) revised, type of waist restraint updated, per Policy Change Order 16-011.

<sup>6</sup> Section 1.5 added, per Policy Change Order 16-011.

<sup>7</sup> Section 2.2 revised, unnecessary words deleted, per Policy Change Order 16-011.

<sup>8</sup> Section 2.3 revised, expanded to include information previously covered in a separate section, per PCO 16-011.

<sup>9</sup> Section 3.1 revised, destination-specific wording removed, per Policy Change Order 16-011.

## **SOG 407.4**

### **Prisoner Transportation**

Effective Date: 05/31/2016

- 3.1.1(d) The arresting officer cannot leave the field and no other officer is available for transportation.
- 3.1.2 Sick, injured, or disabled prisoners may need special transportation requirements. In cases where a police transportation vehicle is not appropriate, the use of an ambulance or Medi-Transit company is authorized. When this alternative method of transportation is used, the transporting vehicle will be followed to the destination by a police officer. The reason for alternative transportation usage will be documented in the officer's report.<sup>10</sup>
- 3.2 When a prisoner is being transported in a police car, one equipped with a prisoner safety barrier (cage) is preferable. These police cars have window cranks and door handles removed from the rear doors or may be equipped with child safety locking systems which prevent exit by occupants. (CALEA 70.4.2)
- 3.3 All prisoners transported in a police car shall be secured with a seat belt for their safety.<sup>11</sup>
- 3.4 When one officer is transporting one prisoner in a caged police car, the prisoner shall be placed in the right rear seat of the police car.
- 3.5 When one officer is transporting one prisoner without a caged police car, the prisoner shall be transported in the front seat.
- 3.6 When two officers are transporting a prisoner without a caged police car, the prisoner shall be seated in the back seat opposite the driver. The second officer shall be seated in the back seat behind the driver.<sup>12</sup>
- 3.7 When two prisoners are transported in a police car without a cage, two transportation officers are required.
- 3.8 Juvenile subjects shall be transported separately from adults.
- 3.9 No police vehicle that is mechanically unsafe will be used to transport prisoners.<sup>13</sup> (CALEA 17.5.3 & 70.1.2)
  - 3.9.1 Officers shall inspect their assigned police cars at the beginning of each shift to ensure they are mechanically safe and properly equipped.
  - 3.9.2 Officers shall inspect the Detention Transportation Vehicle prior to any prisoner transport to ensure the vehicle is in safe working order.
- 3.10 Tire pressure, fuel, and oil should be checked on any police car used to transport a prisoner outside of the city limits, prior to departure.
- 3.11 The transporting officer shall have the proper forms relating to the transported prisoner. These forms shall include copies of the booking sheet and a copy of the warrant, if applicable. Information relating to the prisoner's escape, suicide

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<sup>10</sup> Section 3.1.2 added, information moved from section previously numbered 1.4, per PCO 16-011.

<sup>11</sup> Section 3.3 added; covering seat belt requirement previously addressed in multiple sections, subsequent sections were renumbered as necessary; per Policy Change Order 16-011.

<sup>12</sup> Section previously numbered 3.6 deleted, information addressed in earlier section, per PCO 16-011.

<sup>13</sup> Section 3.9 reorganized, per Policy Change Order 16-011.

## **SOG 407.4**

### **Prisoner Transportation**

Effective Date: 05/31/2016

potential, or other personal traits of a security nature will be recorded on the booking sheet. (CALEA 70.1.6)

- 3.12 Prisoners will not be transported (in custody) for a civil obligation such as reading of a will.

## **4 DURING TRANSPORT <sup>14</sup>**

- 4.1 Officers should not stop during prisoner transports unless the officer comes upon an incident that poses an imminent threat to a person's life or serious physical injury may occur.
  - 4.1.1 Officers who encounter a situation requiring police assistance shall notify the dispatcher via radio, giving the location and nature of the incident.
  - 4.1.2 Consideration to the possibility of injury to or escape of the prisoner will be given.
- 4.2 Officers should proceed directly from the place of arrest to the jail/detention facility unless picking up additional prisoners.
  - 4.2.1 If the Detention Transportation Vehicle is diverted to another location while transporting a prisoner, the officer driving this vehicle is responsible for the safety and control of the prisoner(s).
- 4.3 Officers transporting prisoners will not engage in vehicle pursuits.
- 4.4 Officers will maintain sight of the prisoner unless they are placed in a compartment of the Detention Transportation Vehicle.
- 4.5 Officers shall never leave a prisoner unattended in any police vehicle.
- 4.6 Prisoners who are co-suspects should not be transported together.
  - 4.6.1 Prisoners in transport are not afforded the right to communicate with an attorney, family, friends or the news media.
- 4.7 During long distance transports; care will be taken when stopping for fuel, meals, or for allowing the prisoner reasonable opportunities to use a toilet facility. The officer shall maintain sight of the prisoner at all times during stops.

## **5 PRISONER ESCAPES DURING TRANSPORT**

- 5.1 In the event of prisoner escape during transport, the transporting officer will: (CALEA 70.1.7 and 81.2.4)
  - 5.1.1 Notify dispatch immediately, giving location and direction of the escapee;
  - 5.1.2 Advise dispatch of additional assistance required;
  - 5.1.3 Attempt to take the prisoner back into custody.

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<sup>14</sup> Section 4 reorganized, per Policy Change Order 16-011.

## **SOG 407.4**

### **Prisoner Transportation**

Effective Date: 05/31/2016

- 5.2 Communications will complete the following: (CALEA 70.1.7 and 81.2.4)
  - 5.2.1 Notify the officer's supervisor and the Watch Commander;
  - 5.2.2 Dispatch additional assistance as requested;
  - 5.2.3 If escape is outside the city limits, the proper jurisdictional agency will be notified and assistance requested.
- 5.3 If the prisoner is apprehended, additional criminal charges shall be added. If the escape is successful, suspect information will be broadcast over the police radio and other law enforcement agencies will be notified. In extreme cases, the news media will be asked to warn citizens. (CALEA 70.1.7)
- 5.4 The officer's supervisor will ensure that a Major Crime Investigator (MCI) is assigned to investigate the escape. The MCI will document the investigation in an RMS report. (CALEA 70.1.7)
- 5.5 The officer's supervisor shall review the incident and take appropriate action, as necessary. (CALEA 70.1.7)

## **6 DOCUMENTATION OF PRISONER IDENTITY PRIOR TO RELEASE**

- 6.1 Each prisoner being transported from a detention facility must be positively identified. The following procedures shall be followed whenever removing a prisoner for transportation to another location.
  - 6.1.1 Positive prisoner identification will be verified by one of the following methods:
    - 6.1.1(a) Photographic identification on the prisoner when arrested such as a driver's license;
    - 6.1.1(b) Verbal questioning about name, date of birth, social security number, place of birth, scars, marks, and tattoos compared to MNI information;<sup>15</sup>
    - 6.1.1(c) Mug photographs from past bookings;
    - 6.1.1(d) Fingerprints of the prisoner can be checked in Automated Fingerprint Identification System (AFIS);
    - 6.1.1(e) Fingerprints of the prisoner can be faxed to the FBI for identification;
    - 6.1.1(f) Past police association and police employee personal knowledge.
  - 6.1.2 Proper documentation must accompany each prisoner transported from one detention facility to another. This documentation shall include the following:
    - 6.1.2(a) Copy of the warrant or temporary commitment (mittimus);

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<sup>15</sup> Section 6.1.1(b) revised, comma added, per Policy Change Order 16-011.

## **SOG 407.4**

### **Prisoner Transportation**

Effective Date: 05/31/2016

- 6.1.2(b) Copy of the Prisoner Intake Medical Screening Form;
- 6.1.2(c) If the prisoner received medical treatment while in custody, a copy of the Custodial Medical Care Form (SPD Form # 96-SP-0237) shall accompany the prisoner;<sup>16</sup>
- 6.1.2(d) If the prisoner has personal property, all property will accompany the prisoner and an inventory list shall be attached;
- 6.1.2(e) If the prisoner has an escape risk, suicide potential, security risks, or medical hazards; it shall be noted in bold letters on the accompanying copy of the booking sheet to alert the receiving agency and transporting officer of such hazard.<sup>17</sup>
- 6.1.3 Prisoners who refuse to sign a video court waiver will be transported to Municipal Court under guard, accompanied by any and all related summons and a copy of the booking sheet.<sup>18</sup>
- 6.1.3(a) Prisoners who appear in person at Municipal Court must be returned to the Greene County Jail to be formally released or held after such an appearance.

## **7 TRANSPORT DESTINATION**

- 7.1 The transporting officer shall notify the receiving agency of any potential medical or security risk regarding the prisoner. Notification should be made prior to arrival if an unusual security risk exists that will require assistance from and/or special measures by the receiving agency. (CALEA 70.1.6 and 70.1.8)
- 7.2 Upon arriving at the destination, the transporting officer will:
  - 7.2.1 Secure their firearm by locking it in their police vehicle or by placing it in a weapons security locker, if available;<sup>19</sup> (CALEA 70.1.6)
  - 7.2.2 Restraints will be left on a prisoner while they are being searched and their property is inventoried. The restraints will be removed when an employee of the receiving agency takes physical custody of the prisoner;<sup>20</sup> (CALEA 70.1.6)
  - 7.2.3 Prisoners left at the receiving agency will be accompanied by the necessary booking information forms and property inventory, as completed by the arresting or designated officer.<sup>21</sup>

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<sup>16</sup> Section 6.1.2(c) revised, form number added, per Policy Change Order 16-011.

<sup>17</sup> Section 6.1.2(e) revised, punctuation corrections, per Policy Change Order 16-011.

<sup>18</sup> Section 6.1.3 revised, punctuation correction, per Policy Change Order 16-011.

<sup>19</sup> Section 7.2.1 revised, sentence reworded, per Policy Change Order 16-011.

<sup>20</sup> Section 7.2.2 revised, specific references to the GC Jail changed to *receiving agency*, per PCO 16-011.

<sup>21</sup> Section 7.2.3 revised, specific references to the GC Jail changed to *receiving agency*, per PCO 16-011.

## **SOG 407.4**

### **Prisoner Transportation**

Effective Date: 05/31/2016

- 7.3 Transporting officers will deliver the following documentation to the receiving facility: (CALEA 70.1.6)
  - 7.3.1 The arresting officer is responsible for completing the documentation necessary to facilitate a prisoner's booking;
  - 7.3.2 Prisoner Property Inventory (and envelope containing personal property)
- 7.4 The arresting officer is responsible for completing an RMS report documenting the transfer of custody. (CALEA 70.1.6)

## **8 PRISONER TRANSPORT TO COURT**

- 8.1 When transporting prisoners from the Greene County Jail to Municipal Court, two officers and the Detention Transport Vehicle will be utilized at all times.
  - 8.1.1 No more than six (6) prisoners will be transported at any given time, with no more than three (3) prisoners being placed in the same area of the Detention Transport Vehicle. The rules governing the transportation of male and female prisoners shall be followed.
    - 8.1.1(a) Prisoners will be handcuffed and/or daisy-chained at all times until they are required to sign a court document. If possible, either the second officer or assigned bailiff should be present when the prisoner is taken out of handcuffs.
    - 8.1.1(b) If more than six (6) prisoners are scheduled for court at one time, the court should be contacted so a court appearance priority list of prisoners can be established.

## **IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 06/30/2010	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>407.5</b>
<b>Accreditation Index:</b> 81.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Arrests	
<b>Chief of Police:</b>			

## Foot Pursuits <sup>1</sup>

### I Policy

Officers of the Springfield Police Department are often called upon to chase suspects on foot. Due to the inherent safety risks of such pursuits, officers shall have reasonable suspicion of criminal activity prior to initiating a foot pursuit. Flight alone is not sufficient reason to initiate a foot pursuit. Officers are required to articulate the reason(s) the foot pursuit was initiated.

### II Definitions

**Foot Pursuit** – A foot pursuit is the physical attempt by an officer(s), without the aid of a vehicle or other motorized device, to detain, arrest, or otherwise take physical custody of an individual who attempts to flee on foot. The officer must have reasonable suspicion that the suspect is about to commit, is committing, or has committed a crime, is resisting apprehension by fleeing as outlined in RSMO 575.150, or is considered to be a likely danger to himself (aside from those dangers inherent to the pursuit itself), to officers, or to the community.

### III Procedure

#### 1 POLICE OFFICER DUTIES CONCERNING FOOT PURSUITS

- 1.1 It is the responsibility of any officer initiating a foot pursuit to immediately:
  - 1.1.1 Secure their police vehicle (if applicable)

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<sup>1</sup> Policy reissued under Chief Williams command. Minor grammatical and/or typographical corrections made as necessary. Per Policy Change Order 14-085, Effective Date 10/15/2014

## **SOG 407.5**

### **Foot Pursuits**

Effective Date: 10/15/2014

- 1.1.2 Advise the police dispatcher immediately of:
  - 1.1.2(a) Their radio number;
  - 1.1.2(b) Their current location;
  - 1.1.2(c) The direction of travel of the suspect;
  - 1.1.2(d) Whether the suspect is armed with a weapon;
  - 1.1.2(e) The reason for the pursuit;
  - 1.1.2(f) The description of the suspect(s);
- 1.2 If the pursuing officer is able, they should direct the initial responding officers to where they are needed.
- 1.3 If the pursuing officer loses sight of the suspect they shall notify the dispatcher of this fact, along with the last known location and direction of travel.
- 1.4 The first officer available should:
  - 1.4.1 Advise via radio their location and that they are in route.
- 1.5 The first officer arriving on the scene should:
  - 1.5.1 Provide immediate physical back-up assistance as needed.
- 1.6 All responding officers, in addition to attempting to apprehend a suspect, shall consider the necessity of:
  - 1.6.1 Responding safely to the scene;
  - 1.6.2 Coordinating their position on the perimeter, if established, and displaying their position on the MDT screen;
  - 1.6.3 Securing the suspect vehicle and/or patrol vehicle;
  - 1.6.4 Securing or containing additional suspects, evidence or weapon(s);
  - 1.6.5 Securing a crime scene;
  - 1.6.6 Delivering aid to any victim(s);
  - 1.6.7 Detaining any witness(es).
- 1.7 In cases where a foot pursuit initiates from an incident involving a two-officer unit and a suspect vehicle, the driver of the police unit should remain with the suspect vehicle and its occupants and the passenger officer should conduct the foot pursuit.
- 1.8 Upon being released from the scene by the supervisor in charge, each unit shall advise the dispatcher that they are returning to service.
- 1.9 A supervisor or commander will determine the necessity of a police report by the initiating officer for the foot pursuit.

## **2 POLICE DISPATCHER DUTIES CONCERNING FOOT PURSUITS**

- 2.1 Upon hearing an officer advise that they are in foot pursuit the dispatcher shall immediately:
  - 2.1.1 Initiate the single-tone alert and broadcast that an officer is in foot

## **SOG 407.5**

### **Foot Pursuits**

Effective Date: 10/15/2014

- pursuit and clear the channel;
    - 2.1.2 Broadcast the radio number and location of the unit that is in route to assist;
    - 2.1.3 Advise other responding units to identify themselves upon their arrival;
    - 2.1.4 Broadcast the following information from the pursuing officer upon receiving it:
      - 2.1.4(a) The unit number, the last known location and direction of travel of the pursuit;
      - 2.1.4(b) Any suspect weapon information;
      - 2.1.4(c) Description of the suspect(s);
      - 2.1.4(d) Reason given for the pursuit.
  - 2.2 The dispatcher should, as soon as is practicable:
    - 2.2.1 Notify the respective supervisor when a foot pursuit is in progress and when it has terminated;
    - 2.2.2 If requested by a supervisor, consult a beat map and coordinate the setting up of a perimeter with responding units;
    - 2.2.3 Rebroadcast any pertinent information obtained from units involved in the pursuit (e.g. suspect has become armed; suspect has changed clothing/appearance; change in direction of travel; etc.).
  - 2.3 The dispatcher should keep track of the positions and assignments of all units on scene.
- 3 POLICE SUPERVISOR DUTIES CONCERNING FOOT PURSUITS (CALEA 81.2.4(f) – 5<sup>th</sup> Edition)
- 3.1 In the event of a foot pursuit, the immediate supervisor of the officer involved, or the first available supervisor shall take charge and:
    - 3.1.1 Shall identify themselves on the radio as having supervision of the pursuit;
    - 3.1.2 If necessary, respond to the scene of the foot pursuit and coordinate the response by other units;
    - 3.1.3 If necessary, set-up or continue the efforts to set-up a perimeter that is most effective in containing and apprehending the suspect(s);
    - 3.1.4 Determine the number of officers needed by considering:
      - 3.1.4(a) The severity of the incident or crime that triggered the foot pursuit;
      - 3.1.4(b) The number of units available;
      - 3.1.4(c) The number of calls-for-service holding;
      - 3.1.4(d) The terrain;

## **SOG 407.5**

### **Foot Pursuits**

Effective Date: 10/15/2014

- 3.1.4(e) The duration of the pursuit or search.
  - 3.1.5 Consider establishing an inner-perimeter search team for use in cases where the suspect has evaded pursuing officers.
- 3.2 It is the responsibility of the supervisor to determine when a pursuit should be ended, along with what units should return to service and when. The supervisor will make units aware of this information by notifying the dispatcher.
- 3.3 In the event that a supervisor is the unit that has initiated the pursuit, another supervisor shall take over the duties listed in Section 3 Police Supervisor Duties Concerning Foot Pursuits.

## **4 FACTORS TO CONSIDER DURING A PURSUIT**

- 4.1 In the event an officer loses their firearm, the pursuit shall be terminated immediately.
- 4.2 Strong consideration should be given to ending a foot pursuit in any of the following circumstances:
  - 4.2.1 The pursuing officer loses reliable radio communications;
  - 4.2.2 The pursuing officer loses their source of illumination in a dark environment;
  - 4.2.3 The suspect flees into a building that is structurally unsound (e.g. condemned).
- 4.3 If the services of a canine are expected to be used, officers should refrain from wandering inside the perimeter since this may cause confusing scent trails for the canine. When attempting a track, at least one officer will be assigned to assist the canine officer.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>407.6</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Arrests		
<b>Chief of Police:</b>			

## Offender DNA Collection

### I Policy

It is the policy of the Springfield Police Department to participate in the DNA collection of qualified offenders to assist in the identification, investigation, and prosecution of individuals as well as the identification of missing or unidentified persons, per RSMo 650.055.

### II Definitions

**DNA** – Acronym standing for Deoxyribonucleic acid. DNA is a nucleic acid that contains the genetic instructions used in the development and functioning of all known living organisms.

**DNA Profiling** – Technique used by forensic scientists to assist in the identification of individuals on the basis of their respective DNA profiles.

### III Procedure

- 1 Every qualified offender who is lawfully arrested shall have a fingerprint and blood or scientifically accepted biological sample (DNA Sample Collection) collected upon booking for purposes of DNA profiling analysis.
  - 1.1 Offenders meeting the following requirements shall possess the qualifications necessary to mandate DNA collection:
    - 1.1.1 Offender must be seventeen years of age or older;
    - 1.1.2 Offender must have been arrested for one or more of the following offenses;

## **SOG 407.6**

### **Offender DNA Collection**

Effective Date: 10/06/2015

- 1.1.2(a) burglary in the first degree under section 569.160, RSMo;
  - 1.1.2(b) burglary in the second degree under section 569.170 RSMo;
  - 1.1.2(c) all felony offenses under the following chapters:
    - 1.1.2(c.1) 565 RSMo. - Offenses Against Person;
    - 1.1.2(c.2) 566 RSMo. – Sexual Offenses;
    - 1.1.2(c.3) 567 RSMo. – Prostitution;
    - 1.1.2(c.4) 568 RSMo. – Offenses Against the Family;
    - 1.1.2(c.5) 573 RSMo. – Pornography and Related Offenses.
- 2 It shall be the responsibility of the arresting officer to ensure that the following DNA collection procedure is completed when a qualified offender is booked into the Greene County Jail:
  - 2.1 Ensure that a DNA sample has not been previously collected for the offender.
    - 2.1.1 Officers may accomplish this by checking for DNA information in MULES or by contacting the Profiling Section of the Missouri State Highway Patrol Crime Laboratory Division.
      - 2.1.1(a) To obtain the MULES information, officers will need to contact COMCEN or the MULES desk to have the Criminal History or QDNA Query run.
    - 2.1.2 If it is found that the offender’s DNA is already on file, then a DNA collection is not required.
  - 2.2 Obtain a Convicted Offender DNA Collection Kit, located in the jail booking area, and follow the enclosed instructions.
    - 2.2.1 Each collection kit is designed for one time use.
    - 2.2.2 Collection kits must be kept in a temperature controlled environment.
    - 2.2.3 Collection kits are not to be used to collect samples for evidence submission from suspects or suspected samples from crime scenes.
  - 2.3 Put on the provided gloves. Gloves must be worn throughout the collection process and must be changed each time a sample is taken.
  - 2.4 Complete the back of the collection card first. This includes completing the certification and taking a fingerprint from the offender’s left index finger.
  - 2.5 Complete the inside of the collection card with the offender’s information.
    - 2.5.1 Write an “A” next to the jail box to indicate the sample was collected following an arrest.

## SOG 407.6

### Offender DNA Collection

Effective Date: 10/06/2015

- 2.6 Obtain a buccal sample from the offender's mouth and transfer it to the pink circle on the collection card. When the area inside the circle turns white, a sufficient sample has been transferred.
  - 2.6.1 If there is not a sufficient color change, obtain a separate swab from another Convicted Offender DNA Collection Kit and collect a second sample.
  - 2.6.2 Throw away the swab when a sufficient sample has been obtained.
- 2.7 Upon completion of the collection process, place the collection card into the self-addressed mailing envelope, remove the peel and seal strip from the flap and press down firmly.
  - 2.7.1 Write the offender's name and the case number on the outside, back, of the envelope.
  - 2.7.2 Due to the temperature sensitivity of the DNA sample, respond directly to the Springfield Police Department Headquarters building and place the envelope into a collection box located near the Records Section, where they will be mailed to the MSHP Crime Laboratory Division.
- 2.8 According to Section 650.055, RSMo., "Any person required to provide a DNA sample pursuant to this section shall be required to provide such sample, without the right of refusal. Such force may be used as necessary to the effectual carrying out and application of such processes and operations. The enforcement of these provisions by the authorities in charge of state correctional institutions and others having custody or jurisdiction over those who have been **arrested for**, convicted of, pleaded guilty to, or pleaded nolo contendere to felony offenses which shall not be set aside or reversed is hereby made mandatory."
  - 2.8.1 If the subject refuses to allow the officer to obtain a DNA sample through use of a buccal swab, the officer will offer to obtain the sample by means of a capillary finger stick.
    - 2.8.1(a) If the subject agrees, the officer will contact the Greene County Jail Supervisor and request that Greene County Jail medical staff obtain a blood sample by means of a capillary finger stick.
      - 2.8.1(a.1) The blood drop will be transferred directly from the subject's finger to the pink circle on the collection card.
    - 2.8.1(b) If the subject refuses to allow the officer to obtain a DNA sample through any means, the officer will contact his immediate supervisor.
      - 2.8.1(b.1) The supervisor will notify the Watch Commander and respond to the jail to assess the situation.

## **SOG 407.6**

### **Offender DNA Collection**

Effective Date: 10/06/2015

- 2.8.1(b.2) As an alternative to using force to obtain a DNA sample, assistance from judicial authorities may be appropriate to obtain a DNA sample prior to an arrested person's release from custody.

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- 3 Expungement requirements of the arresting agency.
- 3.1 If the prosecutor declines to file charges on the offender, the DNA sample taken upon arrest shall be expunged.
- 3.2 The prosecutor will notify the Criminal Investigations Division of the warrant refusal. The Criminal Investigations Division will make notification of the refusal to the MSHP crime lab by completing and sending the MSHP DNA Expungement Notification Form (SHP-420) within 90 days.

## **IV Attachments**

[REDACTED]

[REDACTED]



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/15/2014	<b>Supersedes Policy Dated:</b> 07/23/1998	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>408.1</b>
<b>Accreditation Index:</b> 82.3.4 (5 <sup>TH</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Legal Process	
<b>Chief of Police:</b>			

## Disposition of Summonses<sup>1</sup>

### I Policy

It shall be the policy of the Springfield Police Department that summons forms shall not be destroyed or otherwise disposed of, except in accordance with the procedures set forth herein. Obsolete forms may be disposed of by the commanding officer responsible for distribution of such forms.

### II Definitions

**Issued** – Where a summons has been completed and given to an alleged violator or placed on a vehicle when there is no operator present.

### III Procedure

- 1 All summons forms used by this department are sequentially numbered and must be signed for on the notebook provided in the distribution area, denoting the officers' name, the date, and the beginning and ending number of the book of forms. (CALEA 82.3.4(a) – 5<sup>th</sup> Edition)
- 2 **SUMMONSES ISSUED**
  - 2.1 Anytime a summons has been issued, only the appropriate prosecutor or court can legally take any action to effect a final disposition of the summons.
  - 2.2 A summons that has been issued will not be voided, cancelled out or otherwise disposed of by the issuing officer or other department employee.

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<sup>1</sup> Policy reissued under Chief Williams command, no changes to content made. This document has been revised to meet current formatting standards. Per Policy Change Order 14-086, Effective Date 10/15/2014

## **SOG 408.1**

### **Disposition of Summonses**

Effective Date: 10/15/2014

- 3 **SUMMONS ISSUED IN ERROR** – When a summons has been issued and the issuing officer realizes that an error was made, the officer shall:
  - 3.1 Prepare an IDC to their immediate supervisor, explaining the error. The officer will not void nor solicit or recommend cancellation of the summons, but will only explain the facts or circumstances which explain the error.
  - 3.2 The remaining pages of the complaint, summons, or parking citation will accompany the IDC, which will be reviewed by the supervisor and immediately forwarded to the "IN" basket in central records.
  - 3.3 Records personnel will make a copy of the IDC, which will be filed along with the department's copy of the complaint or summons form.
  - 3.4 The original IDC and complaint or summons forms shall be forwarded to the appropriate court as soon as possible.
- 4 **VOIDING SUMMONSES** – Issuing officers may void a complaint, summons, or parking citation only when the officer realizes that they would be in error and the summons has not been issued.
  - 4.1 All copies of the summons must be returned in order for a summons to be voided. If any copy is missing, an IDC must be written to explain the circumstances of the missing copy.
  - 4.2 Write the word "VOID" in large letters across the front of the form.
  - 4.3 Officers shall write a clear and complete explanation for the voiding of the summons on the narrative portion of the summons.
  - 4.4 Voided summons shall be received, the explanation reviewed and initialed by the submitting officer's supervisor. The voided summons forms will then be forwarded to Central Records for accounting and filing in the voided summons file.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 07/01/2015	<b>Supersedes Policy Dated:</b> 05/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b> <b>408.2</b>
<b>Accreditation Index:</b> 43.1.5, 74.1.1 (5th Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Legal Process	
<b>Chief of Police:</b>			

## Warrant Service, Search Warrants, Civil/Legal Process

### I Policy

It is the policy of the Springfield Police Department to provide responsible and professional service of criminal process consistent with the lawful authority granted to Springfield Police Officers. Officers are charged with the duty to insure that the authority of any criminal process served is valid on its face and to restrict service of such process to that of courts with proper jurisdiction. All civil process shall be served only upon direction of a commanding officer. (CALEA 74.1.1) <sup>1</sup>

### II Definitions

**Arrest** – actual restraint of a person by a law enforcement officer or a person's submission to the custody of an officer of the law, under the authority of a warrant or otherwise. <sup>2</sup>

**Bail Bond Agent** – a surety agent or an agent of a property bail bondsman who is duly licensed under the provisions of Missouri Revised Statutes sections 374.700 to 374.775 and who is employed by and working under the authority of a licensed general bail bond agent.

**Civil Process** – writs, summons, mandates, or other process issuing from the court of law to a cause of action of a civil nature. (CALEA 74.1.1)

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<sup>1</sup> 5th Edition and bullet references removed from all CALEA Standard citations throughout the body of the policy, per Policy Change Order 15-028.

<sup>2</sup> Definition of *Arrest* revised, typographical correction, per Policy Change Order 15-028.

## **SOG 408.2**

Warrant Service, Search Warrants, Civil/Legal Process

Effective Date: 07/01/2015

**Criminal Process** – those writs, summonses, mandates, warrants or other processes issuing from a court of law, compelling a person to answer for a felony, misdemeanor, or municipal ordinance violation. This term shall also include processes issued to aid in crime detection or suppression such as search warrants and subpoenas. (CALEA 74.1.1)

**General Bail Bond Agent** – a surety agent or a property bail bondsman, as defined in sections 374.700 to 374.775, who is licensed in accordance with those sections and who devotes at least fifty percent of their working time to the bail bond business in this state.

**General Ordinance Summons** – a General Ordinance Summons (GOS) is issued by this department for city ordinance violations.

**Outside Agency** – any other municipality, county, or state in which the agency has no legal authority to serve or execute process by use of its own personnel.

**Property Bail Bondsman** – a person who pledges United States currency, United States postal money orders, cashier's checks, or other property as security for a bail bond in connection with a judicial proceeding, and who receives or is promised therefor money or other things of value.

**Subpoena (Summons)** – a written order issued by a court that commands a person to appear before the court at a stated time and place.<sup>3</sup>

**Surety Bail Bond Agent** – any person appointed by an insurer by power of attorney to execute or countersign bail bonds in connection with judicial proceedings, and who receives or is promised money or other things of value therefor.

**Surety Recovery Agent** – a person, not performing the duties of a sworn peace officer, who tracks down, captures, and surrenders to the custody of a court a fugitive who has violated a bail bond agreement, excluding a bail bond agent or general bail bond agent.

**Warrant of Arrest** – A written order from a court directed to a peace officer or some other person specifically named, commanding him/her to arrest the person named in the warrant. (CALEA 74.1.1)

### **III Procedure**

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3 Definition of *Subpoena (Summons)* revised, capitalization change, per Policy Change Order 15-028.

## **SOG 408.2**

### **Warrant Service, Search Warrants, Civil/Legal Process**

Effective Date: 07/01/2015

#### **1 CRIMINAL PROCESS: SECURING WARRANTS, NOTICES TO APPEAR, SUBPOENA AND SUMMONSES**

- 1.1 It is the responsibility of all officers to secure the appropriate documents on complaints that are to be filed in Municipal Court. (CALEA 74.1.1)
  - 1.1.1 When a General Ordinance Summons (GOS) is signed by an officer or complainant and the suspect cannot be located, copies of the summons will be forwarded to Municipal Court for a warrant to be issued.
  - 1.1.2 If located, the suspect may be taken into custody and served with the summons or may be served the summons without incarceration.
    - 1.1.2(a) The yellow copy of the summons will be given to the suspect.
- 1.2 Records Unit personnel will submit all Municipal Ordinance Violation case files to the Municipal Court Clerk for processing.
- 1.3 When a felony warrant is to be obtained, the case file will be turned over to the Criminal Investigations Division. (CALEA 74.1.1)
  - 1.3.1 The Criminal Investigations Division shall present the case to the State Prosecutor's Office after the proper case report forms are completed.

#### **2 WARRANT INFORMATION AND ASSIGNMENT (CALEA 74.1.1)**

- 2.1 Springfield Police Officers shall actively serve arrest warrants.
  - 2.1.1 Warrants may be assigned by a supervisor or self assigned for service by the officer.
  - 2.1.2 Officers may obtain information on active municipal warrants and department probable cause items for service through the following sources:
    - 2.1.2(a) All active municipal warrants and probable cause items are available on the MDT Daily Briefing page on SharePoint;
    - 2.1.2(b) All active municipal warrants are listed on the City of Springfield website at the following location: <http://www.springfieldmo.gov/spd/Wanted/MunicipalWarrants/Default.aspx>; <sup>4</sup>(CALEA 74.1.1)
    - 2.1.2(c) Recently issued probable cause items are listed on the Springfield Police Daily Bulletin; <sup>5</sup>

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<sup>4</sup> Section 2.1.2(b) revised, punctuation change, per Policy Change Order 15-028.

<sup>5</sup> Section 2.1.2(c) revised, punctuation change, per Policy Change Order 15-028.

## **SOG 408.2**

### **Warrant Service, Search Warrants, Civil/Legal Process**

Effective Date: 07/01/2015

- 2.1.2(d) Active municipal warrants and probable cause items may be located through the RMS by conducting a detailed search.

## **3 WARRANT SERVICE PROCEDURE**

- 3.1 Only sworn personnel are authorized to serve a warrant.
- 3.2 All officers are responsible for ensuring that warrants are served in a timely fashion. (CALEA 74.1.1)
- 3.3 Officers shall serve verified arrest warrants from other jurisdictions. The service of these warrants is dependent upon the issuing jurisdiction's commitment to extradite the person. Warrants issued outside the State of Missouri shall be served only if they are for a felony offense. (CALEA 74.1.1)
- 3.4 Prior to making an arrest pursuant to a warrant, the arresting officers shall verify the validity of the warrant. (CALEA 74.1.1)
  - 3.4.1 The verification shall be made by:
    - 3.4.1(a) Requesting Communications verify the warrant; OR <sup>6</sup>
    - 3.4.1(b) Making direct contact with the MULES terminal operator; OR <sup>7</sup>
    - 3.4.1(c) In the case of a Springfield Municipal warrant, by making direct contact with the Springfield Municipal Court.
- 3.5 The MULES operator shall make notification to the issuing authority.
- 3.6 All persons arrested on a warrant shall be booked into the Greene County Jail.
- 3.7 Booking information shall include a computer printout of the warrant information and confirmation.
- 3.8 The arresting officer will document the warrant arrest with an RMS report. At minimum, the report shall include: <sup>8</sup> (CALEA 74.1.1)
  - 3.8.1 Location of arrest;
  - 3.8.2 Date and time of service;
  - 3.8.3 Name of the defendant;
  - 3.8.4 The type of warrant and issuing agency;
  - 3.8.5 The warrant number.

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<sup>6</sup> Section 3.4.1(a) revised, punctuation change, per Policy Change Order 15-028.

<sup>7</sup> Section 3.4.1(b) revised, punctuation change, per Policy Change Order 15-028.

<sup>8</sup> Section 3.8 revised pertaining to warrant arrest reporting requirements, subsections specifying information to include in the report were added, per Policy Change Order 15-028.

## **SOG 408.2**

### **Warrant Service, Search Warrants, Civil/Legal Process**

Effective Date: 07/01/2015

- 3.9 The MULES operator is responsible for canceling the warrant in MULES.<sup>9</sup>
- 3.10 Telecom will receive requests from outside agencies to attempt service of warrants. Initial requests may be received by telephone or fax; however, computer verification must be received before a check can be conducted. (CALEA 74.1.1)
  - 3.10.1 Telecom will initiate a police response.
  - 3.10.2 If a request is made to notify the requesting agency of the efforts made, they will be contacted by computer message.<sup>10</sup>
- 4 CITY OF SPRINGFIELD MUNICIPAL WARRANTS
  - 4.1 All Springfield Municipal Court warrants will be entered into the MULES system by Records personnel. City warrants are downloaded into the RMS system via an electronic interface with Municipal Court. Warrant entries will include:<sup>11</sup> (CALEA 74.1.1)
    - 4.1.1 The date and time of entry (tracked electronically in both MULES and RMS);
    - 4.1.2 The warrant number;
    - 4.1.3 The source, type, and nature of the warrant (i.e. Springfield Municipal Court, Arrest Warrant for Failure to Appear, Stealing);
    - 4.1.4 The name of the defendant;
  - 4.2 Upon notification by the Emergency Communications Department that an officer has made a Springfield Municipal Court Warrant arrest, the MULES operator shall:
    - 4.2.1 Complete the "Officer's Return" section of the warrant;<sup>12</sup>
    - 4.2.2 Fax the warrant to the Greene County Jail;
    - 4.2.3 Make a copy of the warrant;
    - 4.2.4 Note if the warrant service was reactive or proactive;<sup>13</sup>
    - 4.2.5 Note the case number and the arresting officer;<sup>14</sup>
    - 4.2.6 Place a copy in the Served/Recalled Warrants mailbox;<sup>15</sup>
    - 4.2.7 At the time of warrant cancellation, update RMS to show the warrant has been served and the date and time of service.<sup>16 17</sup>

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9 Section 3.9 added, subsequent sections were renumbered accordingly, per Policy Change Order 15-028.

10 Section 3.10.2 (previously 3.9.2) revised, punctuation correction, per Policy Change Order 15-028.

11 Section 4.1 added, subsequent section renumbered accordingly, per Policy Change Order 15-028.

12 Section 4.2.1 revised, unnecessary word removed, per Policy Change Order 15-028.

13 Section 4.2.4 revised, minor rewording, per Policy Change Order 15-028.

14 Section 4.2.5 revised, syntax change, per Policy Change Order 15-028.

15 Section 4.2.6 revised, punctuation change, per Policy Change Order 15-028.

16 Section 4.2.7 added, per Policy Change Order 15-028.

## **SOG 408.2**

### **Warrant Service, Search Warrants, Civil/Legal Process**

Effective Date: 07/01/2015

- 4.3 When an officer arrests a person on a municipal warrant, they shall:
  - 4.3.1 Check to see if it is a Failure to Appear (FTA) warrant;
  - 4.3.2 If it is a FTA warrant and the date of the FTA violation on the warrant is listed as later than September 29, 2003, the officer may issue a summons for the violation;<sup>18</sup>
  - 4.3.3 When completing the summons, the officer will include the offense date and time of the FTA violation and the offense location (Municipal Courthouse).<sup>19</sup>
- 4.4 This Department shall assist with the extradition of persons arrested on Springfield Municipal warrants by other agencies.
  - 4.4.1 Officers shall be sent to transport such persons within any adjoining county of Greene County.
    - 4.4.1(a) These adjoining counties are: Dade, Lawrence, Christian, Webster, Dallas and Polk.
  - 4.4.2 The MULES terminal operator shall advise other agencies about our extradition limitations and coordinate the extradition of these people with the on-duty Watch Commander and/or an on-duty Patrol Supervisor.<sup>20</sup>
  - 4.4.3 The number of officers and the type of vehicle used to transport a prisoner from another jurisdiction shall be based on a number of factors:
    - 4.4.3(a) The charge for which the warrant was issued;
    - 4.4.3(b) The exhibited behavior of the person to be transported;
    - 4.4.3(c) The availability of a patrol car equipped with a prisoner shield system or a Detention Transportation Vehicle.<sup>21</sup>
  - 4.4.4 Once the decision has been made to extradite a person, the person shall be picked up within 24 hours.
  - 4.4.5 Based upon input from a Municipal Judge, prisoners may be extradited from jurisdictions of non-adjoining counties.<sup>22</sup>

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17 Section previously numbered 4.2, pertaining to warrant entry, was deleted, per Policy Change Order 15-028.

18 Section 4.3.2 revised, punctuation added, per Policy Change Order 15-028.

19 Section 4.3.3 revised, punctuation added, per Policy Change Order 15-028.

20 Section 4.4.2 revised, unnecessary word removed, per Policy Change Order 15-028.

21 Section 4.4.3(c) revised, minor rewording, per Policy Change Order 15-028.

22 Section 4.4.5 revised, minor wording change, per Policy Change Order 15-028.



## **SOG 408.2**

### **Warrant Service, Search Warrants, Civil/Legal Process**

Effective Date: 07/01/2015

#### **5 GREENE COUNTY WARRANTS**

- 5.1 Persons arrested only for Greene County warrants shall be taken directly to the Greene County Jail.
- 5.2 Persons arrested for Greene County warrants who have additional charges shall be handled as follows:
  - 5.2.1 If the subject was arrested on other charges, the subject shall be booked into the Greene County Jail on those charges as well as the warrant.<sup>23</sup>
  - 5.2.2 If other municipal charges apply, officers are encouraged to issue the appropriate summonses and book the subject into the Greene County Jail.
- 5.3 Any sworn officer of the Springfield Police Department may serve an Order of Protection issued by the Greene County Court. (CALEA 74.1.1)
  - 5.3.1 When an officer comes in contact with a person who has such an order and has not been served the officer shall obtain the order from the Greene County Sheriff's Office, read the order to the subject, and execute the order at that time.
  - 5.3.2 The Protection Order will be signed by the officer serving the order. It will then be forwarded to the Greene County Sheriff's Office by Records Personnel.

#### **6 OTHER JURISDICTION WARRANTS (CALEA 74.1.1)**

- 6.1 Officers shall serve verified arrest warrants issued by other jurisdictions. The service of these warrants is dependent upon extradition limits from the issuing jurisdiction.
- 6.2 Subjects arrested for warrants issued due to an ordinance violation in a municipality other than Springfield are to be handled as followed:
  - 6.2.1 The subject shall be booked into the Greene County Jail; or
  - 6.2.2 If the municipality is within close proximity of the Springfield city limits, an attempt should be made to release the arrested person to an officer of that agency.<sup>24</sup>
- 6.3 Subjects arrested for warrants issued by other counties shall be booked into the Greene County Jail.
  - 6.3.1 A computer printout of the warrant information and confirmation shall be delivered to the Greene County Jail along with the subject.<sup>25</sup>

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23 Section 5.2.1 revised, minor wording change, per Policy Change Order 15-028.

24 Section 6.2.2 revised, minor wording change, per Policy Change Order 15-028.

25 Section 6.3.1 revised, confirmation printout added, section previously numbered 6.3.2 deleted, per PCO 15-028.

## **SOG 408.2**

### **Warrant Service, Search Warrants, Civil/Legal Process**

Effective Date: 07/01/2015

- 6.4 Subjects arrested for Federal warrants or charges shall be booked into the Greene County Jail regardless if other warrants exist. A “HOLD” shall be placed on the subject for all other outstanding warrants.<sup>26</sup>
- 7 **SEARCH WARRANTS<sup>27</sup> (CALEA 43.1.5)**
  - 7.1 All search warrants will be guided by RSMo 542.261 through 542.301.
  - 7.2 Only sworn personnel will be involved in the execution of a search warrant.
- 8 **PROPERTY SEIZED THROUGH SERVICE OF A LEGAL PROCESS**
  - 8.1 Although the Springfield Police Department does not serve documents of civil process, which result in seizure of property, there may be an occasion when the department does become the benefactor of such property seizure. Should the department receive any property as a result of a legal process, said property shall, upon receipt, be:
    - 8.1.1 Properly recorded on official reports as to how it came into the possession of the department;
    - 8.1.2 Properly inventoried if placed in use by the department;
    - 8.1.3 If the property is disposed of by the department it shall be properly processed according to existing City Ordinance or Missouri State Statutes governing disposal or federal statutes regarding forfeitures.
- 9 **APPREHENSIONS BY BAIL BOND AGENT- LAW ENFORCEMENT RESPONSE**
  - 9.1 Any General Bail Bond Agent, Property Bail Bondsman, Bail Bond Agent, Surety Recovery Agent, or Surety Bail Bond Agent intending to apprehend a person within the corporate city limits of Springfield must respond to the front desk at Police Headquarters.<sup>28</sup>
    - 9.1.1 They must inform front desk staff of their intention to apprehend before making such apprehension.<sup>29</sup>
    - 9.1.2 The agent shall produce:
      - 9.1.2(a) A certified copy of the bond;
      - 9.1.2(b) An appropriate document identifying the principal and the person to be apprehended.

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26 Section 6.4 revised, capitalization change, per Policy Change Order 15-028.

27 Section 7 revised, subsections were reorganized, per Policy Change Order 15-028.

28 Section 9.1 revised, capitalization changes, per Policy Change Order 15-028.

29 Section 9.1.1 revised, punctuation and minor wording change, per Policy Change Order 15-028.

## **SOG 408.2**

### **Warrant Service, Search Warrants, Civil/Legal Process**

Effective Date: 07/01/2015

- 9.2 The employee at the front desk will review the provided documentation to ensure it is complete and accurate.<sup>30</sup>
- 9.3 In the event of a notification by a Surety Recovery Agent, the front desk employee shall determine if they plan to enter a residence in order to affect fugitive recovery.<sup>31</sup>
- 9.4 The front desk employee will page the on-duty Watch Commander for notification.<sup>32</sup>
- 9.5 The Watch Commander will call 864-1803 for briefing and will determine whether or not a police officer should respond with the bondsman.<sup>33</sup>
- 9.6 The front desk employee will record pertinent information into a logbook to be maintained at the front desk.
- 9.7 Failure on the part of the Bail Bond or Security Recovery Agent to make the required notification is a Class A Misdemeanor for the first violation and a Class D felony for subsequent violations and, if reported, will be investigated by officers.

## **IV Attachments**

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30 Section 9.2 (previously 9.3) was moved and renumbered, minor wording and punctuation changes were also made, per Policy Change Order 15-028.

31 Section 9.3 (previously 9.2) was renumbered, capitalization change also made, per Policy Change Order 15-028.

32 Section 9.4 revised, minor wording and punctuation change, per Policy Change Order

33 Section 9.5 revised, capitalization and punctuation change, per Policy Change Order

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>408.3</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Legal Process		
<b>Chief of Police:</b>			

## Subpoena Process Tracking

### I Policy

The purpose of this policy is to gather data on the number of subpoenas received by this department, ensure their service, and to make certain that staff members are appearing in court as directed. It is the duty of all staff members to appear in court and testify when a subpoena is issued. <sup>1</sup>

### II Definitions

### III Procedure

#### 1 SUBPOENA PROCESS

- 1.1 When any court with legal jurisdiction issues a subpoena it will be delivered to Records by a PSR.
- 1.2 The information will then be entered as a task to the officer in the Records Management System.
- 1.3 A Records PSR will then place the original and an exact copy of the subpoena into the mailbox of the supervisor of the employee being subpoenaed. <sup>2</sup>
- 1.4 When the supervisor receives the subpoena, he or she will have the employee initial the original subpoena and give the copy to the employee for their records. The supervisor will mark the initialed subpoena with the date the employee was notified and put it in the Court Liaison mailbox. <sup>3</sup>

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<sup>1</sup> Policy Statement revised, minor rewording, per Policy Change Order 17-005.

<sup>2</sup> Section 1.3 revised, reworded for clarification, per Policy Change Order 17-005.

<sup>3</sup> Section 1.4 revised, reworded for clarification, per Policy Change Order 17-005.

## **SOG 408.3**

### **Subpoena Process Tracking**

Effective Date: 04/04/2017

- 1.5 After going to court, the officer should go to their task for that case, click start, and complete, to show the task as completed in the Records Management System.
  - 1.6 The subpoena will then be filed by Records and maintained for twelve months.
- 2 **DOCKETLINES**
  - 2.1 Both Municipal Court and the Greene County Prosecutor's Office maintain telephone numbers with recorded messages listing last minute court cancellations called "docket lines". Employees shall check the appropriate docket line prior to appearing for court to confirm that their attendance is required.<sup>4</sup>
- 3 **GREENE COUNTY COURT VICTIM/WITNESS SERVICES**<sup>5</sup>
  - 3.1 Employees arriving at the Green County Courthouse to appear as a witness shall check in at the Victim/Witness Office prior to going to the courtroom.
  - 3.2 Employees receiving a subpoena requiring a pretrial conference shall contact the Victim/Witness Office to schedule an appointment with the appropriate prosecutor.
  - 3.3 Victim/Witness personnel or the prosecutor for the case are authorized to sign overtime cards for off-duty employees, provided that the employee appeared as directed by the subpoena.
- 4 **MUNICIPAL COURT NOTIFICATION OF VACATION SCHEDULES**<sup>6</sup>
  - 4.1 As soon as practical, the long-term vacation schedules will be submitted to Municipal Court by the respective Bureau Commander. This will minimize the number of scheduling conflicts between employees and trial settings.
  - 4.2 When transfers take place, a copy will be forwarded to Municipal Court by the Bureau Commander of the receiving bureau. It is the responsibility of the employee to submit an updated long-term vacation schedule after his or her transfer.
- 5 **FAILURE TO APPEAR**
  - 5.1 Upon receiving information that an employee has failed to appear for a trial or other court ordered proceeding, the Investigations and Support Services Bureau Commander will notify the employee's Section Commander for appropriate action.

## **IV Attachments**

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4 Section 2 (previously 3) moved, subsequent section renumbered accordingly, per Policy Change Order 17-005.

5 Section 3 (previously 2) revised, pretrial conference procedures updated, per Policy Change Order 17-005.

6 Section 4 reorganized and heading revised, per Policy Change Order 17-005.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>409.5</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Emergency Operations		
<b>Chief of Police:</b>			

## Bloodborne Pathogens

### I Policy

During the course of their duties, police officers, non-sworn personnel, victims, witnesses, and suspects may be exposed to blood and other potentially infectious materials. As this exposure places the person at risk of contracting disease, it is the policy of this Department to provide a procedure to assist these persons in minimizing their risk of exposure, provide appropriate protective equipment, and preventive education to employees, and establish a course of action should an exposure occur.

### II Definitions

**Blood** - human blood, human blood components, and products made from human blood.

**Bloodborne Pathogens** - Disease-causing microorganisms or viruses found in human blood including, but not limited to, Human Immunodeficiency Virus, Hepatitis B and C, and syphilis.

**Contaminated** - means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Decontamination** - the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

**HIV** - human immunodeficiency virus.

## **SOG 409.5**

### **Bloodborne Pathogens**

Effective Date: 04/04/2017

**HBV** - hepatitis B virus.

**HCV** – hepatitis C virus.

**Percutaneous** – piercing mucous membranes or the skin barrier.

**Potentially infectious materials** - means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva containing blood, any body fluid that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ (other than intact skin) from a human being (living or dead).

**Personal Protective Equipment (PPE)** - Includes, but is not limited to, latex or equivalent gloves, clear plastic face shields, face masks, goggles, disposable gowns, and shoe coverings.

**Universal Precautions** - is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

## **III Procedure**

### **1 GENERAL PRECAUTIONS**

- 1.1 Universal Precautions shall be observed. All human blood and other potentially infectious materials shall be treated as if known to be infectious.
- 1.2 Employees have a responsibility to take all precautions necessary to maintain their own health and safety. Employees shall be familiar with the Personal Protective Equipment that is available, and shall utilize such equipment as needed.
- 1.3 Eating, drinking, smoking, handling contact lenses, or applying cosmetics or lip balm is prohibited at scenes where the potential for exposure to bloodborne pathogens or other infectious materials exists.

### **2 PERSONAL PROTECTIVE EQUIPMENT**

- 2.1 Personal Protective Equipment provides a barrier designed to protect the employee from contact with blood or other potentially infectious materials. Latex gloves should be worn any time there is the possibility of contact with potentially infectious material. Additionally, the employee has available a face shield, mask, and gown for more severe incidents, to be used at their discretion.
- 2.2 Used PPE should be disposed of by double bagging in biohazard bags and transporting it to the Springfield-Greene County Health Department Environmental Laboratory during daytime business hours or to the biohazard

## **SOG 409.5**

### **Bloodborne Pathogens**

Effective Date: 04/04/2017

receptacle at Police Headquarters if such disposal is after hours. The employee should exercise extreme care when handling needles or other sharp objects that could cause injury. Employees shall take all reasonable precautions to shield their eyes, mouth, and existing wounds or sores from contact with blood or potentially infectious materials.

## **3 TYPES OF EXPOSURE**

**3.1 High-Risk:** The greatest threat of pathogen transmission involves the introduction of blood or other potentially infectious materials directly into a cut or puncture to the employee's skin, such as through contact, dry skin with open cracks, or an existing open wound or sore. A High-Risk exposure may also occur if blood or potentially infectious material comes in contact with the employee's eyes or mucous membranes.

**3.1.1 Highest Risk exposure:**

- 3.1.1(a)** Deep injury (needle or instrument stick)
- 3.1.1(b)** Visible blood on device causing injury.
- 3.1.1(c)** Device previously placed in source-patient's vein or artery.
- 3.1.1(d)** Source patient who dies as a result of AIDS within 60 days of exposure.

**3.2 Low-Risk:** A lesser risk of exposure exists when the employee's healthy, intact skin comes in contact with blood or body fluids for a short period of time, typically less than fifteen minutes. A low risk exposure is contact with mucous membrane and/or skin contact to suspected HIV, HBV, HCV, and Syphilis infected blood.

**3.2.1 Low-risk exposure:**

- 3.2.1(a)** Prolonged contact
- 3.2.1(b)** Compromised skin
- 3.2.1(c)** Volume of blood
- 3.2.1(d)** The amount of HIV infection of the source

**3.2.2** If contact is made, the employee shall exercise good hand washing technique as soon as possible. If washing must be delayed, the employee shall use a waterless hand sanitizer or anti-microbial hand wipes until hand washing can be accomplished.

**3.2.2(a)** Spitting is normally considered a low risk exposure unless:

- 3.2.2(a.1)** the saliva contains blood, or it is unknown whether blood is present, and



## **SOG 409.5**

### **Bloodborne Pathogens**

Effective Date: 04/04/2017

- 3.2.2(a.2) the saliva goes into the officer's eyes, mouth, or an open wound.
  - 3.2.3 Certain contacts do not normally result in an exposure risk. Such contacts include, but are not limited to:
    - 3.2.3(a) Handling of a sweaty individual, unless the sweat contains blood or other potentially infectious materials.
    - 3.2.3(b) Searching of a subject wearing urine soaked clothing, unless the urine contains blood or other potentially infectious materials.
- 3.3 Employees should be aware that exposure is not limited to direct contact with blood or body fluids. Risk of exposure also includes contact with contaminated articles that have blood or potentially infectious materials on them, such as clothing and vehicle interiors.

## **4 EXPOSURE TREATMENT**

- 4.1 In case of Exposure
  - 4.1.1 If you experience a needle stick, other sharps injury, or are exposed to another person's blood or body fluids during the course of work, immediately follow these steps:
    - 4.1.1(a) Wash wound and skin with soap and water
    - 4.1.1(b) Flush splashes to the nose and mouth with water
    - 4.1.1(c) Irrigate eyes with clean water, saline, or sterile irrigates
  - 4.1.2 Notify the supervisor or person in charge immediately. NOTE: TREATMENT IS MOST EFFECTIVE WITHIN 1-2 HOURS OF EXPOSURE.
  - 4.1.3 The employee should proceed to the Mercy emergency room, or Mercy Urgent Care if open, for immediate evaluation.
  - 4.1.4 If the source of the exposure is available and willing to test they should be referred to the Springfield-Greene County Health Department. Call 864-1684, to make arrangements with a designated counselor. The following tests are typically done: HIV, Hepatitis B, Hepatitis C, and Syphilis.
  - 4.1.5 The employee must complete a Worker's Compensation Incident Report as soon as possible and return form to supervisor.
- 4.2 In the event of a High-Risk exposure to victims or witnesses, access to medical treatment shall take priority over evidentiary concerns.
  - 4.2.1 The victim or witness shall be provided access to medical treatment immediately upon request.

## **SOG 409.5**

### **Bloodborne Pathogens**

Effective Date: 04/04/2017

- 4.2.2 It may be necessary for an officer to accompany the subject if the integrity of the victim/witness's evidence or testimony is significant to the investigation and has not been fully obtained.
- 4.2.3 In cases where the suspect body fluid is of possible evidentiary value, officers shall ensure that an evidentiary sample is collected, either by medical staff or they may elect to collect the evidence themselves if time and conditions allow.
- 4.2.4 An attempt to contact Springfield-Greene County Health Department Staff should be made to obtain consent for the source subject to be tested for HIV, Hepatitis B, Hepatitis C and Syphilis.
- 4.2.5 If facts exist which would indicate that the source subject is HIV positive, such as statements made by that subject or a family member, and consent for HIV testing is refused, a search warrant should be executed upon the individual to obtain a blood sample for HIV testing.
- 4.3 In case of a Low-Risk exposure, or if the degree of exposure is unknown, the victim/witness shall be allowed medical treatment, if s/he so desires, as soon as practical. The effectiveness of treatment is reduced after two hours, and becomes almost ineffective after twenty-four hours.
  - 4.3.1 If the victim/witness elects to receive a medical evaluation of their exposure, such an evaluation should occur within 1 – 2 hours of the exposure incident.
  - 4.3.2 In cases where the suspect body fluid is of possible evidentiary value, officers shall ensure that an evidentiary sample is collected, either by medical staff or they may elect to collect the evidence themselves if time and conditions allow.

## **5 REPORTING**

- 5.1 In all cases of High-Risk and Low-Risk exposure to an employee, the employee's supervisor shall complete an On-Duty Injury packet.
- 5.2 In all cases of High-Risk and Low-Risk exposure to a victim or witness, the officer who was first advised of, or became aware of, the exposure shall complete a report detailing the nature and cause of the exposure, the exposed person's identity, their relationship to the incident, and the name of source subject and their relationship to the incident.

## **6 CLEANING OF POLICE UNIFORMS**

- 6.1 The normal dry cleaning process will effectively decontaminate clothing, as the heat and solvents used will destroy pathogens. In cases of gross contamination, it is preferable that as much of the material as possible be removed prior to the

## **SOG 409.5**

### **Bloodborne Pathogens**

Effective Date: 04/04/2017

dry-cleaning. The contaminated clothing should be bagged and the dry cleaner informed of the material on the clothing.

- 6.2 Synthetic leather belts and accessories may be decontaminated with an appropriate disinfectant, or with a solution of 50 parts water and 1 part bleach. Genuine leather belts, gloves, and accessories cannot be effectively decontaminated and should be disposed of as contaminated waste.

## **7 NOTIFICATION OF HIV / AIDS STATUS**

- 7.1 Per RSMo 191.656, all information known to, and records containing any information held or maintained by, employees concerning an individual's HIV infection status or the results of any individual's HIV testing shall be strictly confidential and shall not be disclosed EXCEPT to: <sup>1</sup>

- 7.1.1 Employees who need to know to perform their public duties;  
7.1.1(a) No employee to whom the results of an individual's HIV testing has been disclosed shall further disclose such results, except in compliance with this policy.
- 7.1.2 Public employees of other agencies, departments, or political subdivisions who need to know to perform their public duties;
- 7.1.3 Peace officers (as defined in RSMo 590.010), the attorney general or any assistant attorneys general acting on his or her behalf (as defined in RSMo Chapter 27), and prosecuting attorneys (as defined in RSMo Chapter 56), and pursuant to a court order (as provided in RSMo 191.657);
- 7.1.4 Health care personnel working directly with the infected individual who have a reasonable need to know for the purpose of providing direct patient health care;
- 7.1.5 The victim of any sexual offense defined in RSMo Chapter 566, which includes sexual intercourse or deviate sexual intercourse as an element of the crime;
- 7.1.6 Other persons pursuant to written authorization of the subject of the test results or information.

## **8 SCENE CLEAN UP**

- 8.1 An outside contractor is available to perform biohazard clean up at certain scenes, which have been produced as a result of employee actions. Command approval is required to initiate this service.

## **9 TRAINING**

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<sup>1</sup> Section 7 revised, RSMo references updated, per Policy Change Order 17-019.

## **SOG 409.5**

### **Bloodborne Pathogens**

Effective Date: 04/04/2017

- 9.1 The Training Unit shall be responsible for developing and implementing appropriate training to keep employees abreast of the most current information regarding bloodborne pathogens as related to their job function, as well as measures necessary for disease prevention.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 06/30/2012	<b>Supersedes Policy Dated:</b> 09/15/2008	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>409.6</b>
<b>Accreditation Index:</b> 46.1.2, 81.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Emergency Operations	
<b>Chief of Police:</b>			

## Severe Weather Action Plan <sup>1</sup>

### I Policy

The event of a severe weather emergency such as a tornado requires that specific actions occur to protect employees and visitors from harm while still continuing to provide public safety services. Employees need to understand their responsibilities in the event of such an emergency. This procedure applies to occupants of the Police Department Headquarters, the South District Station and any other facility, temporary or otherwise, housing SPD personnel.

### II Definitions

**Tornado Warning** – a warning that a tornado strike is imminent in the metropolitan area of Springfield or Greene County; as provided by competent authority either by activation of storm warning sirens, notification by National Weather Service (received directly or by media), notification by Emergency Communications Department or any law enforcement officer.

### III Procedures

#### 1 IMMEDIATE NOTIFICATION

- 1.1 Any employee at Headquarters or the South District Station who learns of a tornado warning shall immediately notify their supervisor, or the ranking employee in the facility.

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<sup>1</sup> This document has been revised to meet current formatting standards. Minor grammatical and/or typographical corrections have been completed as necessary, per Policy Change Order 12-059, Effective Date 06/30/2012.

## **SOG 409.6**

### **Severe Weather Action Plan**

Effective Date: 06/30/2012

- 1.2 The notified supervisor shall verify the information, if needed, and shall activate the public address system, if one is available:
    - 1.2.1 The supervisor shall declare the nature of the emergency and shall order all employees and visitors (screened and unscreened) to proceed immediately to the appropriate designated evacuation safety area.
      - 1.2.1(a) Each SPD facility, even temporary facilities, shall have an appropriate location and alternate location designated for specific emergencies.
      - 1.2.1(b) Such designations shall be made by the Commander in charge of that facility, and communicated to all personnel assigned to that facility.
      - 1.2.1(c) The locations of such designated evacuation safety areas shall be clearly marked in each facility.
    - 1.2.2 This information shall be announced twice on the public address system, or verbally if no PA system is available.
  - 1.3 TELCOM staff for HQ and the SDS shall notify the Emergency Communications Department that this Severe Weather Plan is in effect and that the building has been evacuated to the evacuation safety area. Peripheral facilities do not need to notify Comcen of evacuations.
  - 1.4 Elevators will not be used. <sup>2</sup>
  - 1.5 Uniform Operations Bureau supervisors will evaluate whether to send Patrol and Traffic officers back to their vehicles or to seek shelter based on the immediacy and location of the threat.
    - 1.5.1 If safety allows, officers should return to the field to assist with emergency operations.
- 
- 2 **INSPECTION AND SECURITY**
    - 2.1 The ranking officer present in the facility will inspect the facility and evacuate employees and visitors to the safety area.
    - 2.2 Areas of any facility open to the public (building lobbies) will continue to be monitored as safety permits.
- 
- 3 **EVACUATION LOCATION**
    - 3.1 All persons will evacuate to the safety area and should take position in a lower level if possible, away from windows or other plate glass structures.
    - 3.2 If no lower level area is available, or the safety area is not accessible, take shelter in interior rooms, with doors closed.
    - 3.3 Property/Evidence Control will remain secured at all times.

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2 Section 1.4 deleted reference to the Training Unit in Old City Hall, renumbered remaining sections as necessary, section 1.5 corrected bureau name, per Policy Change Order 12-059, Effective Date 06/30/2012.

## **SOG 409.6**

### **Severe Weather Action Plan**

Effective Date: 06/30/2012

- 3.4 The safety of any detainee will remain the responsibility of the officer responsible for his/her custody at the time of the emergency.
  - 3.5 Staff will remain away from exterior doorways and windows.
  - 3.6 As employees evacuate, they should close all doors behind them, and if time permits, see to the security of any open or unsecured files that they may be responsible for.
  - 3.7 The ranking officer will insure that a police radio is available in the evacuation area to allow monitoring and contact.
- 4 **RETURN TO NORMAL OPERATIONS**
- 4.1 Staff will return to workstations upon receiving the all clear advisory:
    - 4.1.1 All clear notification from Communications;
    - 4.1.2 National Weather Service broadcast
  - 4.2 In some cases, the ranking officer present may evaluate the risk and determine no immediate threat is presented to the facility. In such cases, that officer may order a return to workstations, even if storm sirens continue to sound.
    - 4.2.1 This may be done if the position and direction of travel of the storm is away from the center city area and the risk is remote.
  - 4.3 The Officer in Charge will insure that unscreened visitors are cleared from secure areas and returned to the public lobby.
- 5 **HEADQUARTERS/SOUTH DISTRICT STATION DAMAGE**
- 5.1 In the event of facility damage, the on-duty records supervisor shall notify:
    - 5.1.1 Emergency Communications Center to dispatch medical assistance and if fire and/or electrical or natural gas hazards are likely;
      - 5.1.1(a) Headquarters: Investigations and Support Services Bureau Commander and Chief of Police.<sup>3</sup>
      - 5.1.1(b) South District Station: Investigations and Support Services Bureau Commander and Chief of Police
  - 5.2 The Commander shall order the building evacuated by all visitors and shall determine if a security perimeter is needed to protect property, evidence, records and other valuable assets.
  - 5.3 Supervisors assigned to the facility shall inspect and report damage to the facility. Where temporary repairs can be made or further protection facilitated, the supervisors shall immediately do so.

## **IV Attachments**

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3 Section 5.1.1(a) and 5.1.1(b) changed Division to Bureau, per Policy Change Order 12-059, Effective Date 06/30/2012.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 01/05/2016	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>409.9</b>
<b>Accreditation Index:</b> 17.5.3, 41.2.4, 46.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.9, 46.1.10, 81.2.4, 83.2.1			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Emergency Operations	
<b>Chief of Police:</b>			

## All Hazards Plan

### I Policy

It is the policy of the Springfield Police Department (SPD) to respond to unusual circumstances such as natural or man-made disasters, hazardous materials incidents, manhunts, critical missing persons events, terrorist events, civil disturbances, hostage/barricade incidents, or other critical incidents in an effective and comprehensive manner. In these situations, the Department's goal is to protect life and property and to restore order. The Springfield Police Department will utilize the Incident Command System (ICS) model in order to provide a formalized, systematic process for decision-making and coordinated response in support of public safety and order.

The coordination and deployment of resources shall comply with the provisions of the Springfield-Greene County Emergency Operations Plan and the Incident Command System model. In certain major incidents, the Springfield Police Department will participate as a Springfield-Greene County Emergency Operations Plan partner to integrate operations with the Department of Homeland Security National Response Framework and National Incident Management System (NIMS).

Some incidents will require Police Department incident command leadership and others will require a subordinate role to other agencies. Law Enforcement will have command in hostage/barricade incidents, manhunt incidents, and public order response. Public Health will have command of bioterrorism events, and the Fire Service will have command in hazardous materials incidents, mass casualty, disasters, and bomb threats. Federal Authorities will assume command of all terrorist and Weapons of Mass Destruction (WMD) events following initial local response.



## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

## **II Definitions**

**Active Threat** – Any incident, which by its deliberate nature, creates an immediate threat or presents an imminent danger to the community. An active threat may involve firearms or other types of weapons or instruments to be used by offenders to cause harm.

**Active Violent Intruder** – An individual actively killing or attempting to kill others, typically in a confined and/or populated area. The overriding objective is to inflict mass casualties rather than criminal conduct. Active violent intruders typically use firearms, but may employ other types of weapons such as knives or bombs.

**Barricaded Person** – Any individual in a stronghold position who is reasonably believed to be a threat to commit serious physical injury or death to themselves, officers, or others in the community.

**CBRNE** – Chemical, Biological, Radiological, Nuclear, and Explosives.

**CDMP** – Civil Disorder Management Plan

**CDU** – Civil Disorder Unit

**CNT** – Crisis Negotiations Team

**Critical Incident** – An occurrence or event, natural or man-made, which requires an emergency response to protect life or property. Incidents can include major disasters, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, tornadoes, severe storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as a major planned event or law enforcement incident.

**DHS** – Department of Homeland Security

**EOC** – Emergency Operations Center

**EOP** – Emergency Operations Plan

**Hostage** – A person held against their will by the threat or actual use of force. No distinction should be made as to how or why the person was taken hostage.

**HSAS** – Homeland Security Advisory System

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

**Incident Command System** – A system for establishing command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property, and the environment.

**NIMS** – National Incident Management System

**Priority Response Status** – An operational status during which patrol officers are automatically dispatched only to Priority 1 and Priority 2 calls for service due to high call volume or a significant event that requires a large amount of officer resources (e.g. homicide, abducted child, etc.). See UOB SO 401.9 – Priority Response Status. <sup>1</sup>

**Safety Priorities** – The safety of involved persons shall be prioritized as follows:

- 1) Hostages
- 2) Innocent Bystanders
- 3) Officers
- 4) Suspect(s)/Subject(s)

**SRT** – Special Response Team

**Traffic Management Center (TMC)** – The Traffic Management Center was established to manage and coordinate traffic flow in the metro area. It is located at 1107 W. Chestnut Expressway.

## **III Procedure**

### **Table of Contents**

1	Emergency Preparedness
1.1	Planning
1.2	Training
1.3	Equipment
2	The Incident Command System
2.1	Critical Incidents
2.2	Activation
2.3	Command
2.4	Operations
2.5	Planning
2.6	Logistics

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<sup>1</sup> Definition revised, punctuation change for consistency, per Policy Change Order 17-030.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 2.7 Finance/Administration
- 3 All Hazards Response
  - 3.1 Operational Condition Stages
  - 3.2 Communications
  - 3.3 Other Agency Support
  - 3.4 Traffic Control
  - 3.5 Casualty Information
  - 3.6 Post Incident Duties
- 4 Specific Critical Incident Response
  - 4.1 Civil Disturbances, Disorders and Riots
  - 4.2 Active Threat Incidents
  - 4.3 Bomb Emergencies
  - 4.4 Chemical, Biological, Radiological, Nuclear, Explosives Incident Response
- 1 EMERGENCY PREPAREDNESS
  - 1.1 Planning
    - 1.1.1 Since the majority of the Department's response during an unusual occurrence originates within the Uniform Operations Bureau (UOB), the UOB Commander shall be responsible for planning for the Department's response.
    - 1.1.2 The UOB Commander shall serve as Department liaison in critical incident planning with the Springfield-Greene County Emergency Management Office and other agencies, and will assist with the Springfield-Greene County Emergency Operations Plan (EOP).
    - 1.1.3 A copy of the Emergency Operations Plan (EOP) for Greene County and the City of Springfield is available to all UOB commanders and supervisors in the UOB Commander's office. An electronic version is available to all officers on the department's MDT via Sharepoint.
    - 1.1.4 The Springfield-Greene County Emergency Operations Plan shall be maintained and updated as directed by the Director of the Springfield-Greene County Office of Emergency Management. The UOB Commander shall ensure that the plan is distributed and maintained for Department use.
    - 1.1.5 Disaster plans for a number of individual businesses are also available in the outer office of the UOB Commander.
  - 1.2 Training (CALEA 46.1.9) <sup>2</sup>

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2 <sup>5<sup>th</sup></sup> Edition removed from all CALEA standard references throughout the entire policy, per PCO 17-030.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 1.2.1 Department command staff, the Special Response Team and other essential personnel will participate in a practical application, tabletop, or multiple agency training for Incident Command System operations annually utilizing scenarios addressed in this policy.
- 1.2.2 All sworn personnel will receive awareness level training which includes:
  - 1.2.2(a) Review of the Emergency Response Guide;
  - 1.2.2(b) Review of the Incident Command System;
  - 1.2.2(c) Awareness Guidelines for Chemical, Biological, Radiological, Nuclear, and Explosives weapons and hazardous materials response;
  - 1.2.2(d) Implementation and use of Personal Protective Equipment (PPE)
  - 1.2.2(e) Department policies and procedures for responding to HazMat incidents and WMD related disasters.
- 1.3 Equipment
  - 1.3.1 Only protective equipment meeting Department of Homeland Security Science and Technology Directorate standards (“Standards for Personal Protective Gear for First Responders”) will be procured and used by this Department.
    - 1.3.1(a) The Quartermaster is responsible for the selection, care, and maintenance of this equipment consistent with the above standards.
    - 1.3.1(b) Only personnel who are trained and certified in the proper donning, sealing, use, decontamination, doffing, and limitations of DHS certified CBRNE protective equipment and in CBRNE and HazMat incident awareness are authorized to use it.
    - 1.3.1(c) SPD officers who have been issued Level C Personal Protective Equipment will keep it maintained, readily accessible, and operational at all times.
    - 1.3.1(d) The Special Response Team has been issued and trained on Level B CBRNE protective equipment with Self-Contained Breathing Apparatus (SCBA) systems and will keep it maintained, readily accessible, and operational at all times.
  - 1.3.2 Civil Disorder Management Equipment
    - 1.3.2(a) Each sworn officer is assigned a riot helmet and a pair of shin guards. All uniformed personnel shall have their assigned helmet and shin guards with them at all times while on duty. Non-uniformed personnel shall have their helmet and shin guards readily available in

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

case their assistance is needed for a civil disorder situation.

1.3.2(a.1) Officers will not don their helmets or shin guards or display riot shields or riot batons unless directed to do so by a supervisor or commander.

1.3.3 All Department equipment available for use during natural and man-made disasters and other unusual occurrences shall be maintained in proper working order. (CALEA 17.5.3)

1.3.3(a) All UOB personnel shall ensure that they have all of their assigned equipment with them and ensure that it is in proper working order.

1.3.3(b) Additional equipment that might be needed during an unusual occurrence which is located in the Department's Arms Room shall be inspected by the Department Quartermaster on a quarterly basis to ensure that it is in operational readiness.

1.3.3(b.1) Inspections shall be recorded on the Quartermaster Inventory Inspection – Headquarters (SPD Form # 04-OP-0497) and the Quartermaster Inventory Inspection – South District Station (SPD Form # 07-OP-0549).<sup>3</sup>

1.3.3(c) The Uniform Operations Bureau Commander, or designee, shall assess the need and expedite replacement and replenishment of inventories.

## **2 THE INCIDENT COMMAND SYSTEM**

2.1 The Incident Command System will be adopted in response to major or critical incidents involving either singular or multiple agency response:

2.1.1 Natural or Man-made disasters;

2.1.2 Tornado;

2.1.3 Explosions;

2.1.4 Severe winter storms;

2.1.5 Civil disturbances;

2.1.6 Riots or disorders

2.1.7 Violence from any mass gathering;

2.1.8 Mass arrest incidents;

2.1.9 Bomb Threats as coordinated by the Springfield Fire Department;

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3 Section 1.3.3(b.1) revised, punctuation change for consistency, per Policy Change Order 17-030.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 2.1.10 Hostage/Barricade Situations;
- 2.1.11 Acts of terrorism;
- 2.1.12 Other Critical Incidents, as directed by any field personnel.
- 2.2 When the ICS is to be activated, the first arriving supervisor will: (CALEA 46.1.3(a) and 81.2.4(f))
  - 2.2.1 Establish command by declaring via police radio that the Incident Command System is being activated;
  - 2.2.2 Declare his/her radio number as in command.
    - 2.2.2(a) Establishing command early creates clear lines of authority and communication.
  - 2.2.3 The following command functions will be identified, resourced and assigned by the officer in charge. Depending upon size and complexity, certain functions may be combined or expanded, as resources allow:
    - 2.2.3(a) COMMAND; Incident Commander
    - 2.2.3(b) OPERATIONS; Operations Section Chief
    - 2.2.3(c) PLANNING; Planning Section Chief
    - 2.2.3(d) LOGISTICS; Logistics Section Chief
    - 2.2.3(e) FINANCE/ADMINISTRATION; Administrative Section Chief
- 2.3 COMMAND (Incident Commander)
  - 2.3.1 The ranking officer on scene, is the Incident Commander until relieved by a higher ranking authority. The command and control of all emergency response services shall be based at the Emergency Operations Center (EOC). When coordinating with multiple agencies in implementing the Emergency Operations Plan (EOP) the Incident Commander may be based at the EOC where he will serve as SPD liaison with other agencies represented there. (CALEA 81.2.4(f))
    - 2.3.1(a) Usually it becomes necessary to transfer Incident Command authority from one commander to another (i.e. Officer to Sergeant, Sergeant to Lieutenant-etc.)
    - 2.3.1(b) As a general rule, command authority should only occur AFTER the current Incident Commander and the new Incident Commander have had a face-to-face meeting to assure smooth transition. This briefing should include:
      - 2.3.1(b.1) Incident conditions, objectives, priorities, and hazards;
      - 2.3.1(b.2) Incident action plan and current status;
      - 2.3.1(b.3) Safety consequences and concerns;

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 2.3.1(b.4) Deployment and assignment of operating units and personnel;
    - 2.3.1(b.5) Need for additional resources.
  - 2.3.1(c) Upon transfer, the new Incident Commander shall announce via police radio, their radio number and the message they are assuming incident command. (“200 is assuming Division St. Incident Command”)
- 2.3.2 The Incident Commander has overall responsibility for Police Department operations at the incident and shall:
  - 2.3.2(a) Activate the Incident Command System and make such declaration to all involved units by radio;
  - 2.3.2(b) Conduct an assessment of the situation in accordance with the National Incident Management System (NIMS);
  - 2.3.2(c) Assign staff to the other command functions;
    - 2.3.2(c.1) Command Support functions to reduce task burden for the Incident Commander may include:
      - 2.3.2(c.1.1) Media Relations Officer
      - 2.3.2(c.1.2) Safety Officer
      - 2.3.2(c.1.3) Liaison Officer
  - 2.3.2(d) Establish the location and implementation of a Command Post consistent with operational requirements and locate a safe approach route for responding officers. Selection should be based on: (CALEA 46.1.3(b))
    - 2.3.2(d.1) Security and accessibility of the site;
    - 2.3.2(d.2) Proximity to the areas of operation and an adequate staging area;
    - 2.3.2(d.3) Access to utilities and telephone.
  - 2.3.2(e) Ensure that adequate resources are mobilized to address all Police Department operational requirements;
  - 2.3.2(f) Provide for accurate and timely public information and media releases and maintain effective media relations, unless relieved under the Springfield-Greene County Emergency Operations Plan; (CALEA 46.1.3(f))
    - 2.3.2(f.1) The Department's Public Affairs Officer or other designated person shall conduct all media briefings and coordinate

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- activities with the City's Public Information Office.
- 2.3.2(f.2) All media releases shall be coordinated through the EOC and shall follow procedures established in SOG 303.1 – Public Information.<sup>4</sup>
- 2.3.2(g) Provide for the safety and security of all personnel responding to or affected by the incident; (CALEA 46.1.3(g))
- 2.3.2(h) Ensure safety and security at various public facilities. Depending on the situation, security may be needed at:
  - 2.3.2(h.1) Public buildings (courts, city hall, etc.);
  - 2.3.2(h.2) Utility facilities (electrical, water, etc.);
  - 2.3.2(h.3) Public facilities (hospitals etc.);
  - 2.3.2(h.4) Emergency Operations Center
- 2.3.2(i) Establish a staging area(s) for purposes of staging resources for assignment, if necessary; (CALEA 46.1.3(e))
  - 2.3.2(i.1) Whenever additional personnel are requested to assist with an unusual occurrence, they shall be directed to report to a staging area.
  - 2.3.2(i.2) The staging area shall be in a safe location and will most often be near the location of the incident.
  - 2.3.2(i.3) There should be sufficient area for the parking of numerous vehicles.
  - 2.3.2(i.4) Shelter should be available in the form of a building or a home.
  - 2.3.2(i.5) It is desirable to have access to electrical power, telephone service and restroom facilities at the staging area.
- 2.3.2(j) Liaise and coordinate Department response with other agencies; (CALEA 46.1.3(d))
- 2.3.2(k) Require the collection of information as it unfolds as well as documentation of all resources employed.
- 2.4 OPERATIONS (Operations Section Chief) (CALEA 46.1.3(b) and 46.1.3(d))
  - 2.4.1 The Operations Section Chief shall be in charge of police field operations. When a field Command Post has been established the

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<sup>4</sup> Section 2.3.2(f.2) revised, punctuation change for consistency, per Policy Change Order 17-030.



## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

Operations Section Chief should respond and act as liaison with other departments and agencies represented there. (CALEA 46.1.4(c))

2.4.1(a) The operational phase of handling an unusual occurrence is often best facilitated from a field command post.

2.4.1(a.1) The initial field command post may simply consist of the first on-scene supervisor's vehicle or a building in a suitable location.

2.4.1(a.2) When other City departments are involved in an incident, that department may have access to a more suitable field command post.

2.4.1(a.3) Access to a field command post shall be limited to personnel assigned to work within the command post.

2.4.1(a.4) Different agency/department liaisons shall be assigned to the field command post.

2.4.2 The Operations Section Chief shall:

2.4.2(a) Manage tactical operations in the field during the incident, in support of the response plan;

2.4.2(b) Develop tactical objectives;

2.4.2(c) Establish the operational perimeter(s) and allocate manpower for perimeter security; (CALEA 46.1.4(a))

2.4.2(d) Plan and coordinate the safe evacuations of citizens from threatened areas. (CALEA 46.1.4(b))

2.4.2(e) Be responsible for managing the security at the field Command Post and of the incident scene(s). (CALEA 46.1.4(c))

2.4.2(f) Establish a system for the transportation, processing, and confinement of detainees in compliance with Mass Arrest operations and procedures found in this directive. (CALEA 46.1.4(d))

2.4.2(g) Be responsible for the planning, resourcing and implementation of a traffic control plan to secure the affected area(s) and minimize collateral damage or injuries. (CALEA 46.1.4(e))

2.4.2(h) Directs all operational resources including Patrol, Traffic and other sworn and non-sworn elements assigned to tactical response.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 2.4.2(i) Conduct the post-incident investigation consistent with agency roles as defined in Section 2. (CALEA 46.1.4(f))
- 2.5 PLANNING (Planning Section Chief)
  - 2.5.1 The Planning Section Chief shall: (CALEA 46.1.1)
    - 2.5.1(a) Prepare and document an incident response plan; (CALEA 46.1.5(a))
    - 2.5.1(b) Collect, evaluate and disseminate information and intelligence about the incident; (CALEA 46.1.5(b))
    - 2.5.1(c) Ensure relevant maps are made available at the command post and staging area.
      - 2.5.1(c.1) Large-scale maps are carried in UOB command and supervisor's vehicles.
      - 2.5.1(c.2) Additional maps are available from the City's Mapping Department.
    - 2.5.1(d) Maintain an incident log and track relevant information about the incident;
    - 2.5.1(e) Prepare reports and be responsible for quality control related to information;
    - 2.5.1(f) Direct the planning of post-incident demobilization and de-escalation to ensure continued community security and safety while relieving department resources as prescribed below: (CALEA 46.1.5(c))
      - 2.5.1(f.1) As a disaster situation stabilizes and/or ends, the Police Department's activities shall be evaluated and modified;
      - 2.5.1(f.2) The situation shall be continuously monitored in order to evaluate the need of additional resources;
      - 2.5.1(f.3) As the situation allows, personnel shall be returned to normal duties in the following order:
        - 2.5.1(f.3.1) Personnel from other agencies;
        - 2.5.1(f.3.2.) SPD personnel working hours other than their normal shifts;
        - 2.5.1(f.3.3) SPD personnel working their normal work shifts.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

2.5.1(f.4) When possible, de-escalation should follow the Operational Conditions stages.

## **2.6 LOGISTICS (Logistics Section Chief)**

### **2.6.1 The Logistics Section Chief shall:**

2.6.1(a) Be responsible for the identification, acquisition and delivery of all equipment and supplies necessary for the Police Department to meet its mission during a critical incident; (CALEA 46.1.6(d) and 46.1.6(e))

2.6.1(b) Track all requests for resources; (CALEA 46.1.6(d) and 46.1.6(e))

2.6.1(c) Keep track of equipment used during an incident and plan for replenishment as needed. (CALEA 46.1.6(e))

2.6.1(d) Arrange for transportation resources to assist with mass movement of officers or evacuations utilizing, but not limited to, the following resources: (CALEA 46.1.6(b))

2.6.1(d.1) Assigned marked police vehicles;

2.6.1(d.2) Other departmental vehicles;

2.6.1(d.3) City-owned vehicles such as multi-passenger vans may be used to deliver personnel to a location;

2.6.1(d.4) City Utilities and the Federal Medical Center have vehicles that may be used to transport large numbers of people.

2.6.1(e) Coordinate with other city departments and other resources for additional equipment needs: (CALEA 46.1.6(d))

2.6.1(e.1) Portable generators may be used as auxiliary power at the command post or the disaster scene;

2.6.1(e.2) The Public Works Department may be called upon to supply barricades for use in traffic control or heavy equipment to assist in search and rescue efforts;

2.6.1(e.3) Private companies may be contacted to provide other needed equipment.

2.6.1(f) Arrange for the notification and staging of Emergency Medical Support (EMS) resources and coordination with local hospital trauma centers; (CALEA 46.1.6(c))

2.6.1(g) Coordinate communications, information systems and other technical support for the Mobile Data

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- Communications System and Records Management System; (CALEA 46.1.6(a))
    - 2.6.1(h) Coordinate emergency communications services with the Director of Emergency Communications Department and Information Systems staff to ensure continuity of voice and text systems. (CALEA 46.1.6(a))
    - 2.6.1(i) Coordinate with special team leaders to replenish equipment and supply needs during the incident; (CALEA 46.1.6(d) and 46.1.6(e))
    - 2.6.1(j) Coordinate all Quartermaster functions during the incident; (CALEA 46.1.6(d) and 46.1.6(e))
    - 2.6.1(k) Provide for the sheltering, relief, feeding, and sanitation facilities for all Police Department personnel involved in the operation.
    - 2.6.1(l) Often, the Logistics function and the Finance/Administration function may be combined.
  - 2.7 **FINANCE/ADMINISTRATION (Administrative Section Chief)**
    - 2.7.1 The Administrative Section Chief shall:
      - 2.7.1(a) Track and monitor costs, including personnel time, equipment, and supplies. Record these costs for future local or federal reimbursements (e.g. FEMA) (CALEA 46.1.7(a) and 46.1.7(b))
      - 2.7.1(b) Procure additional resources from outside the department. (CALEA 46.1.7(b))
      - 2.7.1(c) Track on-duty and off-duty time to comply with FLSA standards. (CALEA 46.1.7(a))
      - 2.7.1(d) Prepare emergency purchasing transactions.
      - 2.7.1(e) Make recommendations for future operational cost savings.
      - 2.7.1(f) Prepare documentation of injuries to personnel and of potential liability issues. (CALEA 46.1.7(d))
- 3 **ALL HAZARDS RESPONSE**
  - 3.1 **Operational Condition Stages**
    - 3.1.1 These stages are phased increases in operational readiness levels to facilitate the deployment of resources, implement security, and establish appropriate enforcement postures during critical incidents or major events.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 3.1.1(a) Each stage corresponds to the National Terrorism Advisory System (NTAS).
- 3.1.1(b) Unless specifically noted, only a Watch Commander or higher authority can initiate a Tactical Alert Stage and is responsible for making subsequent chain of command notifications.
- 3.1.1(c) All personnel are responsible for the successful implementation of a Tactical Alert Stage.
- 3.1.1(d) In the event the Secretary of Homeland Security issues an NTAS Alert the Springfield Police Department will automatically implement this policy's corresponding Operations Condition unless specifically directed otherwise by the Chief of Police.
- 3.1.2 Operations Condition Elevated Threat
  - 3.1.2(a) Implemented when there is a credible terrorist threat against the United States.
  - 3.1.2(b) Protocols Activated:
    - 3.1.2(b.1) Ensure Police Headquarters and South District Station integrity and security is maintained.
    - 3.1.2(b.2) Patrol Units exercise heightened caution when responding to related calls for service. Observe and report suspicious circumstances and activities.
    - 3.1.2(b.3) Identify potential target/problem areas and report to Watch Commander.
    - 3.1.2(b.4) Review and prepare for emergency scheduling/deployment.
    - 3.1.2(b.5) Specialized equipment inventoried (riot gear, CBRNE gear)
  - 3.1.2(c) Resources Activated:
    - 3.1.2(c.1) Alert Stage communicated to on-duty personnel via MDT, telephone, or personal contact. Not via radio.
    - 3.1.2(c.2) All Bureau Commanders and specialized unit Commanders notified of alert stage.
    - 3.1.2(c.3) Regular shifts maintained.
    - 3.1.2(c.4) Patrol enforcement posture is normal.
    - 3.1.2(c.5) Establish liaison with necessary Federal, State, and Local authorities to

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

include the Greene County Office of Emergency Management Office (GCOEM).

#### **3.1.3 Operations Condition Imminent Threat**

3.1.3(a) Implemented when there is a credible, specific, and impending terrorist threat against the United States.

##### **3.1.3(b) Protocols Activated:**

3.1.3(b.1) Enhanced security at Headquarters and South District Station implemented, if warranted. Access denied to police facilities by non-police personnel, if warranted.

3.1.3(b.2) Review the need to limit public access to potential target sites.

3.1.3(b.3) Physical checks of potential target problem areas considered.

3.1.3(b.4) Take additional precautions at large public events.

3.1.3(b.5) Response to CFS evaluated. Respond only to high priority CFS if warranted.

3.1.3(b.6) All sworn officers to have uniforms available for immediate deployment.

3.1.3(b.7) Redirect personnel to address critical emergency needs.

3.1.3(b.8) Review need to suspend all training and leave time.

3.1.3(b.9) Implement emergency scheduling, if warranted.

3.1.3(b.10) All issued CBRNE equipment shall be kept immediately available for deployment.

##### **3.1.3(c) Resources Activated:**

3.1.3(c.1) Alert Stage communicated to on-duty personnel via MDT, telephone, or personal contact. Not via radio.

3.1.3(c.2) Specialized Units placed on stand-by.

3.1.3(c.3) Mutual Aid request activated, if warranted. (CALEA 46.1.3(d))

3.1.3(c.4) Immediate liaison with Federal, State, and Local agencies.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 3.1.3(c.5) Continued contact with Emergency Management Office.
    - 3.1.3(c.6) Evaluate need for establishment of Command Post.
    - 3.1.3(c.7) The Missouri National Guard may be requested by the Mayor per SOG 414.1 – Agency Jurisdiction and Mutual Aid.<sup>5</sup>
  - 3.1.4 Operations Condition Imminent Threat, Emergency Scheduling and Deployment
    - 3.1.4(a) Personnel will be scheduled for 12 hours on-duty and 12 hours off-duty or 12 hours on-duty, 36 hours off-duty as conditions warrant.
    - 3.1.4(b) The Department should be divided into Details, as determined by the Incident Commander.
- 3.2 Communications (CALEA 46.1.3(c))
  - 3.2.1 Effective communications is critical during a civil disturbance or other emergency situation. This includes the notification and mobilization process as well as coordinated communications among operations personnel.
  - 3.2.2 Once it has been determined that a critical incident is likely to occur, or has occurred, personnel of the City/County Emergency Communications Center are responsible for making notifications. In the event the Communications Center is rendered inoperable the Chief of Police may request resources from the Greene County Office of Emergency Management.
    - 3.2.2(a) If the Incident Commander determines the need for additional personnel, COMCEN may be directed to initiate contact with off-duty Springfield Police Officers to direct them to report to service.
    - 3.2.2(b) If there exists a need for large numbers of personnel to be called out, the Incident Commander shall designate the Logistics Section Chief to direct notification.
    - 3.2.2(c) The Incident Commander may also make use of the local media to request that certain groups of off-duty personnel report to work.
  - 3.2.3 A radio frequency will be designated as the primary channel to handle radio traffic concerning a significant event. This frequency shall be restricted to radio traffic related to the event.

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<sup>5</sup> Section 3.1.3(c.7) revised, punctuation change for consistency, per Policy Change Order 17-030.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 3.2.3(a) Consult SOG 301.2 – 800 Mhz Radio System Administration & General Radio Procedures for Countywide and Tactical Talk Groups.<sup>6</sup>
  - 3.2.4 When law enforcement personnel from other agencies are requested and involved in the situation, they shall have radio communications capabilities with the department.
    - 3.2.4(a) The other agency personnel may be loaned a department radio; or,
    - 3.2.4(b) They may be assigned with department personnel.
    - 3.2.4(c) In the event that a command post is established and liaisons from each agency are present in the command post, radio communication may be relayed from command post personnel.
    - 3.2.4(d) For a limited amount of time, radio communications may be relayed through Emergency Communications to other agencies.
- 3.3 Other Agency Support (CALEA 46.1.3(d))
  - 3.3.1 When the Springfield Police Department has requested and received assistance from other law enforcement agencies within the guidelines of the mutual aid agreement, personnel from other agencies shall fall within the department's chain of command.
    - 3.3.1(a) Other responding agencies shall be asked to supply a supervisor to be assigned to the command post or to be in direct contact with a Springfield Police Department supervisor/commander.
    - 3.3.1(b) Law enforcement personnel from other agencies shall be supervised by SPD supervisors. (CALEA 81.2.4(f))
      - 3.3.1(b.1) Personnel of other agencies should be assigned to act as a unit in order to maintain unit integrity.
    - 3.3.1(c) The Incident Commander shall keep account of personnel from other agencies keeping track of the names of these personnel and the time worked and duties performed.
    - 3.3.1(d) The Mayor of Springfield may request assistance from the Missouri National Guard or other military support from the Governor of Missouri.
      - 3.3.1(d.1) Military support may be required to assist with disaster areas, provide

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<sup>6</sup> Section 3.2.3(a) revised, punctuation change for consistency, per Policy Change Order 17-030.



## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- security for public buildings or to perform other duties.
    - 3.3.2 The on-duty Watch Commander shall respond to other agencies' requests for assistance as outlined in the established mutual aid agreements.
      - 3.3.2(a) SPD personnel who respond to another jurisdiction, at that jurisdiction's request, shall have the authority of that jurisdiction.
      - 3.3.2(b) If large numbers of SPD personnel respond to another jurisdiction SPD supervisory and/or command personnel shall also respond to act as a liaison. (CALEA 81.2.4(f))
  - 3.4 Traffic Control (CALEA 46.1.4(e))
    - 3.4.1 During all disasters, critical events and severe weather situations the coordination of traffic control in and around the affected area(s) falls under the direction of the Operations Section Chief.
    - 3.4.2 Critical Event Traffic Control
      - 3.4.2(a) The use of outside law enforcement and support agencies should be considered for traffic control in order to allow Springfield Police Department personnel to be used in maintaining public order.
      - 3.4.2(b) Once a situation is assessed and stabilized, police personnel shall establish traffic control points.
      - 3.4.2(c) Assistance in traffic control may be obtained by making use of barricades and other traffic control devices.
      - 3.4.2(d) The primary function of traffic control is to limit access to the affected area(s) to persons with a legitimate reason for being in the area.
      - 3.4.2(e) During a prolonged incident, the police department may issue vehicle passes (Resident Pass - SPD Form # 03-OP-0475) to individuals who live within the affected area or who are working within the area. These passes shall be issued at a field command post and citizens shall be informed where and how to obtain passes.<sup>7</sup>
    - 3.4.3 Severe Weather Traffic Action
      - 3.4.3(a) Either the Springfield Police Department or the Traffic Engineering Department may initiate this protocol.

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<sup>7</sup> Section 3.4.2(e) revised, punctuation change for consistency, per Policy Change Order 17-030.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 3.4.3(b) The Emergency Communications Center will be directed to notify the following agencies to respond to the Traffic Management Center (TMC):
  - 3.4.3(b.1) Springfield Police Department;
  - 3.4.3(b.2) Springfield Traffic Engineering Department;
  - 3.4.3(b.3) Missouri Department of Transportation;
  - 3.4.3(b.4) City of Springfield Public Information Office.
- 3.4.3(c) The Incident Commander or their designee will respond to the TMC and act as the Springfield Police Department liaison.
- 3.4.3(d) The Traffic Engineering intersection surveillance systems and field patrol units will be utilized to monitor developing traffic conditions. Officers may be dispatched to intersections to monitor traffic flow.
  - 3.4.3(d.1) Officers have authority to switch all city and state traffic signals from normal operation to officer-controlled, or four-way flash.
  - 3.4.3(d.2) In the event of a crash all efforts will be taken to remove the problem at the source so as to minimize the impact on traffic flow.
- 3.4.3(e) If conditions warrant, the Incident Commander may declare Priority Response Status.
  - 3.4.3(e.1) When Priority Response Status is declared, officers will only respond to Priority 1 and 2 calls for service. Priority 3 calls and lower shall be monitored by a commander/supervisor and may be dispatched at their discretion.
- 3.4.3(f) Newscasts, cablecasts, and news releases may be used to provide the motoring public with important information related to traffic conditions.

## **3.5 Casualty Information**

- 3.5.1 Natural and manmade disasters have the potential of producing large numbers of injuries and deaths. The accurate reporting of the numbers of injuries and deaths is vital for determining the magnitude of the disaster and for keeping the public informed.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 3.5.1(a) Under the EOP, the Medical Examiner is vested with the responsibility to report casualty figures via the City Public Information Officer.
  - 3.5.2 Personnel who encounter an injured or deceased person shall:
    - 3.5.2(a) Attempt to obtain accurate identification information to include name, date-of-birth, physical description, address and names of next-of-kin.
    - 3.5.2(b) Record and report the nature of injuries, if medical attention is required, and the location of such treatment.
  - 3.5.3 Personnel shall be informed by the Incident Commander if a temporary morgue has been established to handle casualties from the disaster.
  - 3.5.4 Red Cross personnel may be called to assist with tracking injured and deceased victims.
- 3.6 Post-Incident Duties
  - 3.6.1 Once a critical incident has been brought under control, the Incident Commander shall ensure that equipment and manpower have been returned to normal operating status.
    - 3.6.1(a) All involved personnel shall be informed via the chain of command to return to their normal work shifts.
  - 3.6.2 The Incident Commander shall ensure that notifications are made to the owners of additional equipment used at the scene to remove their items.
  - 3.6.3 All formal reporting of critical incidents will be the responsibility of the primary assigned officer, even when determined to be unsubstantiated through investigation.
    - 3.6.3(a) All officers having individual knowledge of pertinent facts will complete supplemental reports.
  - 3.6.4 After Action Report (CALEA 46.1.3(h))
    - 3.6.4(a) The Primary Incident Commander, or designee, will be responsible for preparing an after action report, by completing a Critical Incident Debriefing form (SPD #97-OP-0274), following each Incident Command event.
    - 3.6.4(b) The after action report will be forwarded up the chain of command for review by the Division Commander.
  - 3.6.5 Content of the After Action Report shall include: (CALEA 46.1.3(h))
    - 3.6.5(a) Complete incident description and history;
    - 3.6.5(b) Number of persons affected or involved;

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 3.6.5(c) Description of evacuations, obstacles to evacuation, difficulties encountered;
- 3.6.5(d) Description of damage to property;
- 3.6.5(e) Persons injured or killed;
- 3.6.5(f) Description of response involved in the incident;
- 3.6.5(g) Description of traffic control operations;
- 3.6.5(h) Mutual Aid response: Complete accounting of personnel and agencies involved, difficulties in coordination and control;
- 3.6.5(i) Complete description of Incident Command System and names and assignments of officers assigned to various command functions;
- 3.6.5(j) Location, activation, and operation of EOC or Command Post and staging area(s) and security operations for each;
- 3.6.5(k) Description of the mobilization process, accounting of personnel status by on-duty, Emergency Call-In;
- 3.6.5(l) Assessment of the public information process and affect on media relations;
- 3.6.5(m) Law enforcement operational actions taken and result, locations of perimeters;
- 3.6.5(n) Number of persons arrested;
- 3.6.5(o) Description of mass arrest procedures, including detainee transportation, processing, and confinement, if any;
- 3.6.5(p) Management review of the Incident Command System process, including information and intelligence processes, communications, transportation and logistics, medical support, procurement of equipment and supplies, accounting of personnel resources and other expenses, documentation of injuries and other liabilities, post-incident demobilization and de-escalation, how well it worked; and
- 3.6.5(q) Attached copy of the incident response plan incident log.
- 3.6.6 At the direction of the Bureau Commander or higher authority, Incident Command events will be critiqued for the purposes of identifying future equipment needs, operational changes, and reviewing current procedures.

## **4 SPECIFIC CRITICAL INCIDENT RESPONSE**

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

#### **4.1 Civil Disturbances, Disorders and Riots**

##### **4.1.1 Planned Events**

4.1.1(a) If practical, the Incident Commander will meet with the organizers of any planned event that may evolve into a civil disturbance. The purpose of this meeting will be to:

4.1.1(a.1) Provide organizers with information concerning statutes and ordinances that may apply.

4.1.1(a.2) Address any concerns of the organizers.

4.1.1(a.3) Attempt to obtain a commitment for voluntary compliance with the law and reasonable public safety measures.

4.1.1(a.4) Identify contact persons for further consultation, if necessary.

4.1.1(b) History has shown that overt video and still photography by readily identifiable police surveillance posts can be a deterrent to criminal activity during civil disturbances.

4.1.1(b.1) All operational planning for civil demonstrations should address this tactic.

[REDACTED]

##### **4.1.2 Civil Rights of Lawful Assemblies**

4.1.2(a) The department will not intervene to prevent or interfere with lawful conduct of persons in the exercise of their constitutional rights.

4.1.2(b) The department recognizes its obligation to protect the free exercise of constitutional rights, and will take reasonable measures to do so while striving to maintain public order.

4.1.2(c) Intervention will occur only when violations of the law and/or threat to public safety require law enforcement response.

##### **4.1.3 Managing Non-Violent Protest**

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.1.3(a) Passive resistance is most often used by protesters.
- 4.1.3(b) The goal of most non-violent protests is to attract attention to their cause.
- 4.1.3(c) Officers may control passive resistance by using verbal commands and then simple pain compliance techniques. These techniques have less chance of causing injury to the passive resistive protester and are a low-profile control technique.
- 4.1.4 Civil Disorder (CALEA 81.2.4)
  - 4.1.4(a) In the event an officer encounters the initial stages of a civil disorder, he should:
    - 4.1.4(a.1) Monitor the situation from a secure and secluded location if possible.
    - 4.1.4(a.2) Immediately radio the location and scope of the disorder.
    - 4.1.4(a.3) Request supervisory and command evaluation if time permits.
    - 4.1.4(a.4) Request additional manpower to stand by to contain and isolate the disorder if directed to do so.
- 4.1.5 Tactical Response
  - 4.1.5(a) If the situation warrants, a perimeter shall be established to limit access to the area of disturbance. (CALEA 46.1.4(a))
  - 4.1.5(b) At the direction of the Incident Commander, a police squad(s) under the direction of a field commander may attempt to disperse an unlawful assembly or contain and arrest the participants.
  - 4.1.5(c) The supervisor will advise protesters as a group, per City Ordinance 78-131, that they are commanded to disperse or face arrest. This notice should be given three times, if possible. The supervisor will then direct the arrest team into position, if protesters do not comply. The supervisor will then direct the arrest team to make appropriate arrests and/or disperse the crowd using established crowd control and arrest tactics.
    - 4.1.5(c.1) Absent emergency or officer safety circumstances, the use of specialty munitions i.e. chemical agents, less lethal projectiles, TASERS, etc. must be approved by the Incident Commander or their designee.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.1.5(d) Being aware of public perception, officers should use appropriate control techniques when escorting prisoners and should not attempt to drag or carry arrested protesters.
  - 4.1.5(d.1) Officers should continue to apply the escort control technique on the passive resister until arriving at the transportation vehicle. The arrested person can then be handcuffed and transported.
- 4.1.5(e) In accordance with the Civil Disorder Management Plan (CDMP) and at the direction of the UOB Commander or their designee, the Special Response Team may be directed to address a specific emergency mobilization need, deploy chemical munitions in response to a civil disorder threat, provide security at high risk facilities, or perform other specialized missions as required.
  - 4.1.5(e.1) The Special Response Team supervisor shall report the team's progress through the chain of command.
  - 4.1.5(e.2) Team missions/activities will be fully reported in an After-Action Report.
- 4.1.6 Tactical Alert Phases
  - 4.1.6(a) Phase I
    - 4.1.6(a.1) Phase I is to be implemented by the UOB Commander, or their designee, when they recognize the disorder is about to become a large-scale disturbance.
    - 4.1.6(a.2) Under Phase I, the UOB Commander, or their designee, will:
      - 4.1.6(a.2.1) Notify the chain of command through the Emergency Communication Center.
      - 4.1.6(a.2.2) Notify all units to remain in service unless specifically directed to do otherwise.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.1.6(a.2.3) Assign units to monitor the growth and direction of the movement and report this to him/her.
    - 4.1.6(a.2.4) Implement the CDMP by activating the Civil Disorder Unit (CDU).
  - 4.1.6(a.3) The Tactical Operations Center (TOC) will be used as a command post during this phase and will be mobile as needed.
- 4.1.6(b) Phase II
  - 4.1.6(b.1) When conditions exist that cannot be handled by the manpower initially assigned to the CDUs, the UOB Commander, or their designee, can assign additional UOB manpower to each CDU in accordance with the CDMP.
  - 4.1.6(b.2) All remaining squads will be placed on a 12-hour schedule and will remain responsible for answering calls for service.
  - 4.1.6(b.3) The Headquarters Briefing Room, staffed by a captain or designee, will be the command post location during this phase. The TOC will still be active and mobile to respond to any civil disorder incident.
- 4.1.6(c) Phase III
  - 4.1.6(c.1) If Phase I and II are deemed ineffective at managing a civil disorder situation, the UOB Commander, or their designee, can request assistance from the Investigations and Support Services Bureau (ISSB) by contacting the ISSB Commander, or their designee.
  - 4.1.6(c.2) If the additional assistance from ISSB is not adequate, a mutual aid request can be made to area law enforcement agencies.
  - 4.1.6(c.3) In extreme circumstances; the Mayor has authority granted in Section 78-132



## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

of the City Code, RSMo Chapter 44, the Missouri Emergency Operations Plan, and the City Emergency Operations Plan to issue a proclamation declaring a state of civil emergency and accept the assistance of state resources.

4.1.7 The Mayor has authority granted by section 78-132 of the City Code to take the following actions:

- 4.1.7(a) Declare a state of civil emergency.
- 4.1.7(b) Impose a curfew upon all or any portion of the City.
- 4.1.7(c) Close any and all businesses throughout the city.
- 4.1.7(d) Order the discontinuance of selling, distributing dispensing or giving away of any firearms, ammunition or other weapons.
- 4.1.7(e) Order the closing of all businesses and private clubs where intoxicating liquors are sold, dispensed, or consumed.
- 4.1.7(f) Order the closing of locations selling or distributing gasoline or other liquid flammable products.
- 4.1.7(g) Prohibit the sale or distribution of gasoline or other liquid flammable products in any container other than a gasoline tank properly affixed to motor vehicle.
- 4.1.7(h) Close any public place, street, or parking area to motor vehicles, persons, and pedestrian traffic.

4.1.8 Mass Arrest Situations

- 4.1.8(a) A mass arrest situation exists when the number of persons to be arrested in a single incident exceeds the department's ability to perform normal arrest, booking, and reporting procedures.
- 4.1.8(b) The Incident Commander must approve, coordinate, and direct all incidents involving mass arrests.
  - 4.1.8(b.1) If the possibility of mass arrests exists, the City Prosecutor should be notified and their advice and assistance requested.
    - 4.1.8(b.1.1) The City Court Administrator will be the court and prosecution liaison if their assistance is needed.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.1.8(b.2) The Incident Commander shall notify the Greene County Criminal Justice Center that mass arrests are possible.
- 4.1.8(b.3) Sufficient personnel should be gathered before any enforcement action is taken.
- 4.1.8(b.4) Police vehicles should be parked and secured at one location with adequate staff assigned to remain with the vehicles for security.
- 4.1.8(c) The Operations Section Chief shall decide on a location where prisoner processing can be performed in the field and assign officers to establish a field processing center at that location. (CALEA 46.1.4(d))
  - 4.1.8(c.1) This location shall be out of sight from the disorder, and within 1/2 mile if possible.
  - 4.1.8(c.2) Arrestees will be removed from the arrest scene and taken to the field processing center as quickly as possible.
  - 4.1.8(c.3) The standard procedures for transporting prisoners apply to mass arrests.
    - 4.1.8(c.3.1) In the event that mass transit vehicles are used, prisoners will be secured with handcuffs or flex cuffs and a sufficient number of officers will be present to maintain security.
  - 4.1.8(c.4) Juvenile offenders detained will be kept separate from adult offenders and transported to the appropriate police facility. The detaining officer will then contact Greene County Juvenile for disposition of the juvenile.
  - 4.1.8(c.5) In order to process a large number of prisoners, a field processing team will be formed consisting of the following personnel: (CALEA 81.2.4(f))
    - 4.1.8(c.5.1) Supervisor
    - 4.1.8(c.5.2) Transport Officers

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.1.8(c.5.3) Detention Officers
- 4.1.8(c.5.4) Property Control Officers
- 4.1.8(c.6) The supervisor at the scene shall monitor the situation for the potential of injured officers or prisoners. He may ask for an ambulance to be standing by at the field processing area.
- 4.1.8(d) Initial field processing will be completed at the field processing center to include:
  - 4.1.8(d.1) Digital photograph of the prisoner shall be taken. The case number shall be displayed in the photograph on a dry erase board.
  - 4.1.8(d.2) Completed booking form or summons.
  - 4.1.8(d.3) Removal of prisoner property during a field search (excluding necessary clothes).
  - 4.1.8(d.4) Proper packaging, labeling, and security of prisoner's property. (The summons or booking card shall be attached to the package containing the prisoner's property).
  - 4.1.8(d.5) Any evidence seized will be turned over by the arresting officer to a designated property control officer. (CALEA 83.2.1)
  - 4.1.8(d.6) The property control officer will complete a property report noting the time, date, and the officer by whom the evidence was seized. The evidence will be secured and transported to the property room at an appropriate time. (CALEA 83.2.1)
  - 4.1.8(d.7) The field processing officers will obtain a case number for each incident and ensure that the case number is on all reports.
  - 4.1.8(d.8) Upon completion of field processing, the prisoner will be taken to a place of release or confinement.

**SOG 409.9**

## All Hazards Plan

Effective Date: 04/04/2017

- 4.1.8(d.8.1) This may involve temporary detention using the Springfield Regional Police and Fire Training Center.
  - 4.1.8(d.9) Arrestees will not be allowed visitation from defense counsel until they have been booked in the Greene County Criminal Justice Center.
  - 4.1.8(d.10) Food, water, sanitation and immediate medical needs of the prisoners shall be met as soon as practical. The Logistics Section Chief may accomplish this by using the City's established Emergency Purchasing Procedure to obtain food and bottled water from local stores and chemical toilets from suppliers to meet the sanitary needs of prisoners.
    - 4.1.8(d.10.1) Chemical toilets shall be located outside of, but adjacent to holding areas.
    - 4.1.8(d.10.2) Security escorts are required for prisoners using toilets.
- 4.1.8(e) Final review of prisoner processing prior to their transport to the Greene County Justice Center will include:
  - 4.1.8(e.1) Photographs with a digital camera;
  - 4.1.8(e.2) Computer generated arrest report or handwritten field booking report;
  - 4.1.8(e.3) Itemized inventory of prisoner's property and secured storage;
  - 4.1.8(e.4) Records/Warrants Checks
  - 4.1.8(e.5) Prisoner transportation to the Greene County Justice Center will be in the detention transportation vehicle(s). If available, a marked police car should escort.
- 4.1.8(f) The Greene County Criminal Justice Center (GCCJC) may exceed the maximum capacity of prisoners or the ability to process the number of prisoners in custody during periods of mass arrests.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.1.8(f.1) The Department will assist the GCCJC in command and law enforcement response during the incident, in coordination with the Sheriff of Greene County.
    - 4.1.8(f.2) Temporary detention may exist in the Springfield Regional Police and Fire Training Center. Handcuffs will remain on the prisoners in this area.
  - 4.2 Active Threat Incidents (CALEA 46.1.10)
    - 4.2.1 The successful management and resolution of an active threat incident often involves the need for decisions that may affect the safety of persons involved. Due to this, all operational/tactical decision making will be made based on the Department's established priority of life known as the Safety Priorities.
      - 4.2.1(a) SAFETY PRIORITIES
        - 4.2.1(a.1) Hostages
        - 4.2.1(a.2) Innocent Persons/Citizens
        - 4.2.1(a.3) Police Officers
        - 4.2.1(a.4) Suspects/Subjects
      - 4.2.1(b) Where possible, the safety of suspects will be a consideration; however, the life of a suspect will not take precedence over the life of Hostages, Innocent Persons/Citizens, or Police Officers, regardless of the state of negotiations or any other activity designed to take the suspect into custody.
    - 4.2.2 Active Violent Intruder
      - 4.2.2(a) Communications Center - upon notification of an active violent intruder situation the communications center shall:
        - 4.2.2(a.1) Dispatch all available units to the location, advise other talk groups of the event, and ensure the watch commander is notified;
        - 4.2.2(a.2) Contact any public institutions in the affected area, such as schools, day care centers, and churches, so that they can take protective measures. (CALEA 46.1.10(a))
      - 4.2.2(b) Responding Officers – upon arrival officers shall:

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.2.2(b.1) Attempt to confirm the dispatched information by observation or speaking to witnesses;
- 4.2.2(b.2) Locate the suspect and stop the active violent intruder as soon as possible through arrest, containment or reasonable use of force. (CALEA 46.1.10(c) and 46.1.10(d))
  - 4.2.2(b.2.1) Plain clothes officers responding to the scene **MUST** wear clearly identifiable outer garments or other forms of police identification.
  - 4.2.2(b.2.2) Officers must be prepared to breach locked doors and windows in order to continue to the threat;
  - 4.2.2(b.2.3) Officers should be aware of the threat of explosive devices which may have been planted in the area.
  - 4.2.2(b.2.4) The primary responsibility of the responding officers is to stop the threat. If a non-mobile injured person is found, officers may call for a rescue team but will bypass the victim and continue to the threat to stop any further loss of life.
  - 4.2.2(b.2.5) If the active threat is stopped through containment the situation will revert to a hostage/ barricade incident covered in 4.2.3. The containment

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

area will now become the inner perimeter and all other areas will be treated as injury collection and evacuation areas.

- 4.2.2(c) Supervisors responding to the scene shall:
  - 4.2.2(c.1) Request that the channel be secured;
  - 4.2.2(c.2) Request additional assistance from other law enforcement agencies or emergency response personnel; (CALEA 46.1.10(b))
  - 4.2.2(c.3) Request that SRT respond to the scene.
- 4.2.2(d) As soon as possible after the active threat has been stopped or upon the arrival of additional officers an effort will be made to establish a perimeter and begin forming rescue teams to extract individuals from the location. (CALEA 46.1.10(d))
  - 4.2.2(d.1) Injured persons will be provided with medical attention;
  - 4.2.2(d.2) Evacuated persons who are not injured will be directed to a safe sheltering location where they will be identified and maintained in place until interviewed to determine they are not suspects.
- 4.2.2(e) The Incident Command System will be activated at the earliest opportunity and further command, control and coordination of activities will be organized and implemented utilizing ICS.

#### **4.2.3 Hostage/Barricade Incidents**

##### **4.2.3(a) Patrol Officer Duties**

- 4.2.3(a.1) Patrol officers confronting hostage/barricaded person incidents shall not initiate tactical actions other than those necessary to protect the lives and safety of others as listed in the safety priorities. Officers shall then:
  - 4.2.3(a.1.1) Notify a field supervisor of the incident and circumstances.
  - 4.2.3(a.1.2) Contain and isolate the incident scene to as small an area as is safe and practical by establishing inner perimeter containment. As time and resources

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- permit, outer perimeter containment should be established to control pedestrian and vehicular traffic into the area. (CALEA 46.1.4(a) and 46.1.10(d))
- 4.2.3(a.1.3) In the event of an in-progress violent situation, officers should take appropriate and immediate action to stop the suspect from any further assaultive behavior. (CALEA 46.1.10(c))
- 4.2.3(a.1.4) Evacuate injured persons or those in immediate danger as soon as possible. Officers should consider the use of construction equipment or other available vehicles that can defeat the potential threat. (CALEA 46.1.4(b))
- 4.2.3(a.1.5) Evacuation of affected residents and businesses within sight and range of the suspect should be accomplished as soon as practical. These persons should be moved to a point beyond the outer perimeter. (CALEA 46.1.10(a))
- 4.2.3(b) **Command Responsibilities**
- 4.2.3(b.1) The highest ranking officer on scene, normally the on-duty Watch Commander, will be the Incident Commander in a tactical call out situation. The Special Response Team Commander or Team Leader will be the Operational Section Chief and will have command over tactical deployment / resolution. All tactical decisions will be made by the SRT Commander with input from the Incident Commander.
- 4.2.3(b.1.1) Only Commanders having been certified in tactical decision making are authorized to make tactical decisions.
- 4.2.3(b.1.2) The use of chemical munitions shall be authorized by the Incident Commander outside of emergency circumstances.
- 4.2.3(b.1.3) The SRT Commander or Supervisor will be responsible for authorizing a higher level of force than what the officer involved may deem appropriate.
- 4.2.3(b.2) The Incident Commander will establish and operate from a command post (CP). The SRT Commander will



## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

establish and operate from a Tactical Operations Center (TOC). The SRT Commander will ensure that ongoing and continuous liaison occurs throughout the duration of the event.

#### **4.2.3(b.3) The Incident Commander shall:**

4.2.3(b.3.1) Coordinate and direct the activities involved in the situation from an initial command post site.

4.2.3(b.3.2) Make provisions for recording personnel assignments and developing a chronological record of events at the command post.

4.2.3 (b.3.3) Ensure that the SRT Commander, SRT Supervisor, and CNT Supervisor have been notified, if necessary.

4.2.3(b.3.4) Ensure that Fire, Rescue, Ambulance, Red Cross, etc. services are available at the staging area, if appropriate. (CALEA 46.1.10(b))

4.2.3(b.3.5) Ensure that further notifications in the Chain of Command are made.

4.2.3(b.3.6) Ensure that an incident debriefing is conducted involving SRT officers, and involved supervisors.

4.2.3(b.3.7) Ensure that a Critical Incident Debriefing Form is completed.<sup>8</sup>

#### **4.2.3(b.4) The SRT Supervisor shall:**

4.2.3(b.4.1) Evaluate the situation to determine SRT staffing and equipment needs, ensure their deployment, and assume inner perimeter control.

[REDACTED]

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<sup>8</sup> Section 4.2.3(b.3.7) revised, form number removed, per Policy Change Order 17-030.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- 4.2.3(b.4.4) Establish a tactical operations center, if necessary.
- 4.2.3(b.4.5) Maintain contact with the Operations Section Chief.
- 4.2.3(b.4.6) Contingency plan for suspect's options, including the surveillance and control of travel routes.
- 4.2.3(b.4.7) Coordinate the establishment of video and audio surveillance equipment.
- 4.2.3(b.4.8) Communicate and coordinate intelligence information with the Crisis Negotiations Supervisor.
- 4.2.3(b.4.9) Coordinate the deployment of needed specialized vehicles such as the armored Police Rescue Vehicle.
- 4.2.3(b.5) The Crisis Negotiations Supervisor shall:
- 4.2.3(b.5.1) Assist the Incident Commander and Operations Section Chief in assessing the situation.
- 4.2.3(b.5.2) Provide trained primary and secondary negotiators.
- 4.2.3(b.5.3) Obtain pertinent information concerning the hostage taker, hostages, location, or any barricaded subjects.
- 4.2.3(b.5.4) Designate a location to interview witnesses, released hostages, and others having pertinent information.
- 4.2.3(b.5.5) Coordinate any professional assistance (psychiatrist, psychologist, etc.) or third party negotiator, if necessary.
- 4.2.3(b.5.6) Debrief hostages following the incident.
- 4.2.3(c) Hostage Situations
- 4.2.3(c.1) This department will conduct a coordinated response to include containment, negotiations, and tactical responses and will make every reasonable effort to effect the safe release of the hostages. Involved officers must recognize that they do not control the suspect, they do control their own actions and should

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

focus their initial effort on avoiding unnecessary suspect confrontation, absent a compelling reason to do otherwise.

- 4.2.3(c.2) During a hostage situation, the jeopardy to the hostage is continuous and uninterrupted until they are released. The hostage(s) should never be considered safe until they are secured by authorities.

4.2.3(c.2.1) Although tensions may rise and fall, it is only an indicator of the temporary safety of the hostage.

- 4.2.3(c.3) [REDACTED]

4.2.3(c.3.3) Once released, hostages are in police custody, an officer will be assigned to maintain direct control over them until they have been debriefed. They will then be removed from the area by a police escort and released to a responsible party (family member, clergy, social services, support groups, etc.).

#### **4.2.3(d) SRT Response**

4.2.3(d.1) The dynamics of a tactical situation relinquishes control to the suspect, who usually knows what they are going to do. The SRT will attempt to use tactics and contingency planning to have options in place to achieve a successful tactical resolution. The following situations and options are not all inclusive and less lethal options will always be considered.

4.2.3(d.1.1) In hostage situations, negotiations will be the main activity to achieve a resolution; however, the SRT will be prepared to execute a tactical option

Effective Date: 04/04/2017

4.2.3(d.1.2) In a barricade situation, negotiations will be the main activity to achieve a resolution; however, the department recognizes that it is not reasonable for a barricade situation to deprive police services from the rest of the citizens of this community. Due to the manpower

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

needed in these situations, officers are not able to answer priority calls for service. Thus, these situations should be resolved in a reasonable period of time, 3-5 hours, depending on the circumstances. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### **4.3 Bomb Emergencies**

##### **4.3.1 Communications Center**

- 4.3.1(a) The call-taker should note information about the caller if the caller has played a role in placing an explosive device.
- 4.3.1(b) The call-taker should obtain as much information about the device as possible.
- 4.3.1(c) The call-taker should attempt to keep the caller on the line as long as possible while notifying dispatch.
- 4.3.1(d) Communications personnel will, after receiving the call, notify a Springfield Fire Department Fire Marshall who may respond to the scene. Fire department personnel will have command authority if on scene.<sup>9</sup>
- 4.3.1(e) Communications will also notify a police commander or supervisor if our assistance is requested.

##### **4.3.2 Officer Response**

- 4.3.2(a) When responding to a report of a bomb related incident, officers should take action to avoid detonating the explosive device, to include the following:
  - 4.3.2(a.1) Turn off radio(s) when nearing the scene (minimum safe distance is 300 feet). A radio signal could detonate an explosive device.

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<sup>9</sup> Section 4.3.1(d) revised, Fire Marshall response to bomb emergencies updated, per PCO 17-030.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.3.2(a.2) No smoking is allowed within the perimeter.
    - 4.3.2(a.3) Cell phones should be turned off prior to arriving on the scene.
    - 4.3.2(a.4) All police vehicles should stay back at least 300 feet from the scene due to constant transmissions between police vehicles equipped with Mobile Data Terminals (MDTs) and base stations.
  - 4.3.2(b) The officer assigned the call shall contact the fire department representative with command authority. (CALEA 41.2.4)
    - 4.3.2(b.1) This officer will act as liaison for the police department until relieved by a supervisor or commander.
    - 4.3.2(b.2) Any police assistance requested by a fire official shall be coordinated by the liaison officer.
  - 4.3.2(c) In the event of an actual detonation, responding officers shall attempt to:
    - 4.3.2(c.1) Assist with any injured persons.
    - 4.3.2(c.2) Protect evidence by establishing a perimeter, allowing limited access into the scene, and providing one way in and out of the scene. (CALEA 83.2.1)
    - 4.3.2(c.3) Be alert for a second, unexploded device.
    - 4.3.2(c.4) Secure the area in order to prevent looting.
- 4.3.3 Search Procedures
  - 4.3.3(a) In the case of a bomb threat, the decision to evacuate and search a premises rests with management.
    - 4.3.3(a.1) When the decision to evacuate is made, employees will be asked to take personal belongings outside with them.
    - 4.3.3(a.2) In certain situations persons thoroughly familiar with the premises are essential to the search and may accompany police and/or fire personnel in the search.
    - 4.3.3(a.3) If you are asked to assist with the search, be aware that a bomb can be

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- disguised to look like everyday objects. Do not touch anything suspicious. Instead, notify fire department personnel immediately.
  - 4.3.3(a.4) If a suspected device is located, the building will be evacuated.
  - 4.3.3(b) A minimum safe distance for officers and civilians with cover is 300 feet. Cover being a wall, dirt mound, etc. Officers will assist in keeping citizens at this distance. Neighboring businesses should be evacuated if within the 300-foot perimeter.
  - 4.3.3(c) Fire department bomb technicians may choose to render the device safe by destroying it in place. All other personnel shall "stand by for detonation" at the minimum safe distance.
  - 4.3.3(d) When requested by Fire personnel, an officer may provide a Code 3 escort for the bomb disposal unit to a point where the explosive device may be disposed of safely.
  - 4.3.4 No information will be released to anyone outside of police or fire department personnel without the permission of the fire commander.
  - 4.3.5 The police department will assist the fire department with any criminal investigation resulting from the placement of a real or simulated explosive device.
  - 4.3.6 The officer having the log on the call shall complete a report in the event no report will be completed by fire department personnel.
- 4.4 Chemical, Biological, Radiological, Nuclear, Explosives Incident Response
  - 4.4.1 Patrol Response (CALEA 41.2.4)
    - 4.4.1(a) Upon suspecting a CBRNE incident officers will immediately:
      - 4.4.1(a.1) Evacuate from the area;
      - 4.4.1(a.2) Notify the on-duty commander;
      - 4.4.1(a.3) Notify the Springfield Fire Department
    - 4.4.1(b) Use of issued Personal Protective Equipment will be directed by a Springfield Police Department Commander.
  - 4.4.2 Notifications and Coordination
    - 4.4.2(a) Early notification and application of enormous resources, well beyond what is available to the City of Springfield, is required in these types of situations; therefore, State and Federal authorities should be requested as soon as possible.

## **SOG 409.9**

### **All Hazards Plan**

Effective Date: 04/04/2017

- 4.4.2(b) Notification of state and federal authorities must be made through the Office of Mayor of the City of Springfield.
- 4.4.3 Missions
  - 4.4.3(a) Springfield Police Department assets will be used in support of the Springfield-Greene County Emergency Operations Plan and the National Response Framework, Emergency Support Function #13- Public Safety and Security.
  - 4.4.3(b) The Emergency Support Function #13-Public Safety and Security Coordinator is the U.S. Department of Justice.
- 4.4.4 SRT Response
  - 4.4.4(a) Terrorist acts are dynamic situations with a high threat of CBRNE use. Negotiations will be utilized during terrorist type incidents; however, they will not be solely relied upon for resolution. The SRT will be prepared to execute tactical options based on the circumstances and opportunities that are present. [REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]
- 4.5 Annually the Uniform Operations Bureau Commander, or designee, will complete a documented review of Section 4.2, Active Threat Incidents, and associated training. Training for this response plan will be incorporated into the annual All Hazards Plan training. (CALEA Standard 46.1.10(e))

## **IV Attachments**



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/15/2017	<b>Supersedes Policy Dated:</b> N/A – New Policy	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>409.10</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Emergency Operations	
<b>Chief of Police:</b>			

## Blue Alert System

### I Policy

It is the policy of the Springfield Police Department to utilize the Missouri Blue Alert System to rapidly disseminate information to other law enforcement agencies, the media, and the public about violent offenders who have killed, seriously injured, or pose an imminent threat to law enforcement.

### II Definitions

**Blue Alert System** – A state-wide system to aid in the identification, location, and apprehension of any individual(s) suspected of killing or seriously wounding any local, state, or federal law enforcement officer. The Blue Alert System uses public safety communication networks, radio and television broadcasts through the Emergency Alert System, text messages, MoDOT message boards, and other technology to quickly disseminate pertinent information to other law enforcement agencies and the public.

### III Procedure

#### 1 CRITERIA

1.1 The criteria for initiating a Blue Alert are as follows:

- 1.1.1 A law enforcement officer is killed or seriously injured in the line of duty; OR
- 1.1.2 An officer is missing in connection with official duties; OR
- 1.1.3 There is an imminent and credible threat to kill or seriously injure a law enforcement officer; AND
- 1.1.4 There is actionable information known about a suspect for a public notification to be helpful to law enforcement; AND

## **SOG 409.10**

### **Blue Alert System**

Effective Date: 12/15/2017

- 1.1.5 The law enforcement agency involved requests or approves the alert being issued.

## **2 IMPLEMENTATION**

- 2.1 Once it has been determined that the Blue Alert criteria have been met, a Patrol Supervisor or their designee will contact the Records Section and provide the information needed to initiate the Blue Alert process.
- 2.2 Records personnel will complete the Missouri State Highway Patrol Blue Alert form (SHP-72) located on the Missouri State Highway Patrol (MSHP) website at [mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/DDCC/BlueAlert/SHP-721.pdf](http://mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/DDCC/BlueAlert/SHP-721.pdf).
- 2.2.1 Records personnel will enter the name of the authorizing Patrol Supervisor or designee in the appropriate space on the form.
- 2.3 Records personnel shall send the completed Blue Alert form along with any attachments (e.g. photographs, maps, etc.) to Missouri State Highway Patrol – Troop F Headquarters via email ([TroopF.Radio@mshp.dps.mo.gov](mailto:TroopF.Radio@mshp.dps.mo.gov)) or fax (573-751-6814). Email is the preferred method to receive the forms.
- 2.4 If an officer is missing, Records personnel shall create an NCIC entry using the Endangered Missing (EME) code through MULES.
- 2.5 The on-duty Records Supervisor will contact MSHP Troop F Headquarters by telephone (573-751-1000) to verify the Blue Alert was received and entered.
- 2.6 The authorizing Patrol Supervisor will contact the Public Affairs Officer (PAO) to issue a full media alert.

## **3 CANCELLATION**

- 3.1 Cancellation of a Blue Alert must be authorized by a supervisor or the follow-up investigator assigned to the case.
- 3.2 A Blue Alert form must be completed with the “Cancellation” box marked and a brief description of the cancellation details in the “Brief Circumstances” box. The form may be completed by the person authorizing the cancellation or by Records personnel.
- 3.3 Records personnel shall email or fax the completed form to MSHP Troop F Headquarters and then call to verify the form was received (contact information is listed above).
- 3.4 If an officer who had been entered as a missing person was located, Records personnel shall cancel the missing person entry in MULES/NCIC.
- 3.5 The supervisor or follow-up investigator authorizing the Blue Alert cancellation shall notify the PAO to close the media alert.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>410.1</b>
<b>Accreditation Index:</b> 46.1.1 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Unusual Occurrences	
<b>Chief of Police:</b>			

## Dignitary Protection

### I Policy

It is the policy of the Springfield Police Department to provide security for dignitaries, visiting officials of other major governmental entities, Very Important Persons (VIPs) or other persons against whom a significant threat is perceived, or to assist other agencies in their assigned security missions while the visiting persons are in the City. Further, it is department policy to coordinate departmental functions to provide adequate coverage during all special events within the City of Springfield.

### II Definitions

**Dignitary** - A person who, because of their social, political, religious or other position, may be the victim of threats of physical harm to themselves, their family, or traveling companions, or may be the victim of threats of intimidation or extortion.

**Special Event** - An activity such as a parade, athletic contest, fair, or public demonstration that results in the need for control of traffic, crowds, or criminal activity.

**VIP/VIPs** – Very Important Person(s)

### III Procedure

#### 1 RESPONSIBILITY FOR DIGNITARY PROTECTION AND SPECIAL EVENT COORDINATOR

1.1 The Uniform Operations Bureau Commander or their designee shall act as the commander/coordinator of all security details for special events, visiting dignitaries, or VIPs. (CALEA 46.1.1 – 5<sup>th</sup> Edition)

## **SOG 410.1**

### **Dignitary Protection**

Effective Date: 10/06/2015

- 1.2 In the event the VIP has an accompanying security detail, the Commander will work with the person in charge of that detail for a coordination of efforts.
- 1.3 The Commander will assign as many officers as necessary to provide adequate security of the VIP and their staff.
  - 1.3.1 If additional manpower is needed, other area law enforcement agencies will be contacted for assistance.

## **2 SECURITY REQUIREMENTS**

- 2.1 The Uniform Operations Bureau Commander or their designee shall establish and/or coordinate various security measures to be taken to ensure the success of the special operation. These measures may include:
  - 2.1.1 Establishment of travel routes and alternates as necessary;
  - 2.1.2 Time table provisions;
  - 2.1.3 On-site inspections of places to be visited;
  - 2.1.4 Limited access to and egress from locations;
  - 2.1.5 Fire suppression personnel and emergency medical technicians on site at various locations as necessary;
  - 2.1.6 Communications equipment.
    - 2.1.6(a) Land Line (telephone)
    - 2.1.6(b) Radio (mobile and portable)
  - 2.1.7 Body armor for dignitary and/or security personnel.
  - 2.1.8 Intelligence Unit formed to gather intelligence on individuals or groups hostile towards the VIP.
  - 2.1.9 Notification to area hospitals with Level I Trauma Centers:
    - 2.1.9(a) Mercy Hospital Springfield  
1235 E. Cherokee  
(Emergency Room entrance from National Avenue)
  - 2.1.10 Special equipment needs
    - 2.1.10(a) Limousine
    - 2.1.10(b) Vans or buses
    - 2.1.10(c) Escort vehicles
    - 2.1.10(d) Marked and unmarked vehicles
    - 2.1.10(e) Fixed wing aircraft
    - 2.1.10(f) Helicopters
    - 2.1.10(g) Public works vehicles or units
    - 2.1.10(h) Standby ambulance
      - 2.1.10(h.1) Mercy Hospital Springfield  
1235 E. Cherokee

Effective Date: 10/06/2015

2.1.11(a) First Aid Kit located in police car trunks.

3.1.3(b) Lapel pin designation to be determined as needed.

#### 4.4.5 Coordination within and outside the Department.

**SOG 410.1**

Dignitary Protection

Effective Date: 10/06/2015

**IV     Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>410.2</b>
<b>Accreditation Index:</b> 46.2.7 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Unusual Occurrences	
<b>Chief of Police:</b>			

## Special Events Plan

### I Policy

The Springfield Police Department is often called upon to provide security and police services for a number of special events. The Department shall respond to these events with sufficient resources and in accordance with the procedures contained in this Standard Operating Guideline.

### II Definitions

### III Procedure

#### 1 SPECIAL EVENTS

- 1.1 Any number of activities that take place within the city limits of Springfield may be classified as special events. Most of these activities will require some response by the Police Department. Some of the possible special events are:
  - 1.1.1 Parades and runs/walks;
  - 1.1.2 The Ozark Empire Fair;
  - 1.1.3 Entertainment activities;
  - 1.1.4 Dignitary visits;
  - 1.1.5 Any other event requiring traffic control and/or special security.
- 1.2 Each special event shall have an individual named as the coordinator of the Department's response to the event.
  - 1.2.1 The Community Services Section will assign a Special Events Coordinator, or designee, to plan routine and reoccurring events. Examples of such events are:
    - 1.2.1(a) Parades and runs/walks;
    - 1.2.1(b) Pubcrawls;

## **SOG 410.2**

### **Special Events Plan**

Effective Date: 10/06/2015

- 1.2.1(c) Events similar to the Fall Street Machine Nationals;
- 1.2.1(d) Ozark Empire Fair.
- 1.2.2 All Special Events Applications will be reviewed by the Special Events Coordinator.
- 1.2.3 Non-reoccurring events will be assigned at the discretion of the Uniform Operations Bureau Commander to a Section Lieutenant or the Special Events Coordinator.
- 1.2.3(a) An example of such events would be dignitary visits.

## **2 PLANNING FOR EVENTS**

- 2.1 The specific person assigned to coordinate an event shall prepare a written operations plan for the event, if required. If five or more officers are assigned to the event, a supervisor of sufficient rank must be assigned and an operations plan must be completed. The plan shall include:
  - 2.1.1 An estimate of the amount of traffic in and around the event;
  - 2.1.2 An estimate of the number of people expected to attend the event;
  - 2.1.3 Any projected crime problems occurring as a result of the event;
  - 2.1.4 Any other pertinent information.

## **3 TRAFFIC CONTROL AND DIRECTION**

- 3.1 Any event that has the potential of producing unusually heavy traffic shall have contingency plans for handling the ingress and egress of the traffic.
  - 3.1.1 The planning for this traffic congestion shall include the site itself as well as the main approach roadways.
  - 3.1.2 When time is available, primary and alternate routes to and from an event shall be released to the media via news releases. The releases should also include the availability of alternate and public transportation (City Utilities buses, etc.).
  - 3.1.3 Traffic control procedures such as the manual operation of traffic signals shall be considered in planning for the event.
  - 3.1.4 In the event of a motorcade, coordination should be made with other law enforcement agencies (MSHP, GCSO) to ensure adequate resources are available to control all necessary intersections, etc.
  - 3.1.5 The person in charge of traffic flow for a special event shall coordinate traffic direction activities with the operators of available parking locations.

## **4 LOGISTICAL REQUIREMENTS**

- 4.1 Coordination shall be made with other city departments and other agencies to ensure the equipment is available.



Effective Date: 10/06/2015

- ## 5 EMERGENCY VEHICLE ACCESS

- 6 AFTER ACTION REPORT

- ## 7 PERSONNEL USAGE

- \_\_\_\_\_

- 7.1.2 [REDACTED]  
Special Response Team personnel to augment standard Patrol resources and/or others during an event;
- [REDACTED]  
[REDACTED]  
[REDACTED]
- 7.1.4 Volunteer resources: Cadets and citizen volunteers to assist with parking lot or traffic control and provide ancillary support;
- 7.1.5 Canine Officers to assist with crowd control or special searches;
- 7.1.6 Motorcycle officers to assist with traffic related issues;
- 7.1.7 Other resources as defined by the needs of the event and the requests of the lead agency.

#### **IV Attachments**

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[REDACTED]  
[REDACTED]

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 03/31/2013	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>410.3</b>
<b>Accreditation Index:</b> 22.2.4 (5 <sup>th</sup> Edition)			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Unusual Occurrences	
<b>Chief of Police:</b>			

## Death Notification and Funeral Protocol

### I Policy

It is the policy of the Springfield Police Department to provide dignified and professional assistance, along with emotional and tangible support to the immediate family of any employee who dies as an active or retired member of this Department.

### II Definitions

**Employee's Family** – The immediate survivors of the police employee, including the spouse, children, parent, sibling, fiancé or significant other.

**Funeral Commander** – An officer with the rank of lieutenant or above appointed by the Chief who shall be charged with the responsibility of the Department's participation in services for the deceased and with delivering commands to officers at the funeral.

**Salute** – The hand salute is executed by raising the right hand smartly until the tip of the forefinger touches the lower part of the headdress, or the forehead, just above and slightly to the right of the right eye, fingers and thumb extended and joined, palm down, the hand and wrist straight, forearm inclined at an angle, and the upper arm horizontal with the elbow inclined slightly forward. The salute is held until a superior officer has given the command, "Order Arms." To complete the salute, the hand is dropped smartly to its normal position at one's side.

**Present Arms** – The command to give a hand salute.

**Order Arms** – The command to complete a hand salute. Return to a position of attention.

## **SOG 410.3**

### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

**Attention** – Attention is attained by bringing the heels together on the same line with the feet turned out equally forming a 45 degree angle with the body weight resting equally on the heels and balls of the feet; keeping the legs straight without stiffening or locking the knees; holding the body erect with the hips level, stomach in, chest lifted and arched, and the shoulders square and even; letting the arms hang straight without stiffness along the sides with the backs of the hands outward; curling the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers; keeping the thumbs straight along the seams of the trousers (for a skirt, the lateral mid-point of the thigh) with all fingers touching the legs; keeping the head erect and squarely to the front with the chin drawn so that the axis of the head and neck is vertical; and looking straight to the front. Officers must be at attention before they can follow the orders of parade rest or dismissal.

**Parade Rest** – The command “Parade Rest” is given only from the position of attention. The command “Parade” is preparatory. On the command, “Rest,” move your left foot 10 inches to the left of your right foot. Rest your weight equally on the heels and balls of both feet, keeping your legs straight without locking your knees. At the same time you move your feet, place your hands at the small of the back, centered on your belt. Keep the fingers of both hands extended and joined, interlocking your thumbs so that the palm of your right hand is outward. Hold your head erect and look straight to the front. Remain silent and do not move.

**Detail** – A temporary unit separate from the Honor Guard that is made up of all sworn officers participating in a funeral service. This may also be referred to as the Funeral Detail.

## **III Procedures**

### **1 NOTIFICATION OF POLICE FAMILY MEMBERS CONCERNING CRITICAL INJURIES OR DEATH INVOLVING POLICE EMPLOYEES**

- 1.1 It shall be the responsibility of the on-duty watch commander or his designee to properly notify the next of kin of an officer who has suffered life-threatening injuries or has died. This shall include the employee’s family, or if none of these exist, the officer’s closest relative.
- 1.2 Steps should be taken to ensure the media does not obtain the name of the deceased employee before a member of the Springfield Police Department has made personal notification to the immediate family. If the media does learn the name of the employee before proper notification has been given to the family, they should be asked to show respect for the family by withholding the name until after personal notification can be made.
- 1.3 In case of death, a chaplain and one other person should accompany the shift commander when notification is made to the family if possible. The other person accompanying the shift commander may be the Chief of Police, Bureau

## **SOG 410.3**

### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

Commander, officer, close friend, or another employee. Notification should not be delayed because any of these three people are not available. In the case of critical injury, an officer should be designated to contact the family and transport them to the hospital without delay.

- 1.4 Notifications should not be made on the doorstep. Officers making the notification should first ask to be admitted into the house. After everyone has been gathered together, if specific information about the incident is known, the notification officer should relay as much of this information as possible to the family. The officer's name should be used during the notification.
  - 1.4.1 If the officer has died, the notification officer should relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away".
- 1.5 If the family requests to visit the hospital, they may be transported in police vehicles. It is recommended that the family members not drive themselves to the hospital. Be aware that arrangements for childcare may be needed. The notification officer(s) should remain at the hospital while the family is present.
- 1.6 If the immediate survivors live more than 60 miles outside the Springfield area, the watch commander or a designee will ensure the appropriate jurisdiction is contacted by telephone and a request will be made that personal notification regarding death be made to the family. The watch commander shall coordinate transportation of the immediate survivors with the appropriate jurisdiction. The Bureau Commander can approve personal notification beyond 60 miles.
- 1.7 The Chief of Police or a ranking representative should respond to the residence or to the hospital to meet with the family as quickly as possible.
- 1.8 Counseling services should be offered to the family through the Department. Commanders should be cognizant that fellow employees indirectly involved may need counseling assistance and those directly involved may need an altered duty status.

## **2 ASSISTING THE FAMILY AT THE HOSPITAL**

- 2.1 The first commander, other than the notification officer, to arrive at the hospital becomes the hospital liaison. The hospital liaison is responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the media, and others.
- 2.2 These responsibilities include:
  - 2.2.1 Arranging with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the notification officer, and only those others requested by the immediate family.
  - 2.2.2 Arranging with hospital personnel to provide a separate area for fellow police officers and friends to assemble.

## **SOG 410.3**

### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

- 2.2.3 Working with medical personnel to relay pertinent information regarding an officer's condition to the family on a timely basis and before such information is released to others.
- 2.2.4 Ensuring that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.
- 2.2.5 Arranging transportation to the hospital for the family and back to their residence.
- 2.2.6 Offering assistance in taking care of the family's immediate needs if necessary.
- 2.3 If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity. A police official or hospital personnel should prepare the family for what they might see in the emergency room and should accompany the family in the room for the visit if the family requests. Do not be overly protective of the family. This includes the sharing of specific information on how the officer was injured or died, as well as allowing the family time with the deceased officer.

## **3 GENERAL FUNERAL OR MEMORIAL PROCEDURES**

- 3.1 Upon the death of an active-duty officer in good standing, the officer's family will be offered police funeral rites, including an Honor Guard, by the Department, upon approval of the Chief of Police.
- 3.2 The Department will respect the family's wishes not to have any or all police funeral rites.
- 3.3 The Funeral Commander will:
  - 3.3.1 Ensure a teletype message containing the following information is issued (according to MULES and NCIC guidelines):
    - 3.3.1(a) Name of deceased;
    - 3.3.1(b) Date and time of death;
    - 3.3.1(c) Circumstances surrounding the death;
    - 3.3.1(d) Length of service;
    - 3.3.1(e) Funeral arrangements;
    - 3.3.1(f) Uniform to be worn at the funeral;
    - 3.3.1(g) Expressions of sympathy in lieu of flowers;
    - 3.3.1(h) Contact person and phone number for visiting agencies to indicate their desire to attend and to obtain further information.
  - 3.3.2 Arrange for close patrol checks of the survivor's home, if within city limits, for several weeks following the death since the survivors may be spending much time away from the home, or in some cases, there may be threats of reprisal.

## **SOG 410.3**

### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

- 3.3.3 Confer with the funeral home director and the family to determine the most appropriate funeral rites, if any, the Department should provide. Final approval rests with the Chief of Police.
- 3.3.4 Brief the Chief of Police and staff concerning all funeral arrangements and ensure dissemination of appropriate funeral information to all members of the Department.
- 3.3.5 Direct the funeral activities of the Department and visiting agencies according to the wishes of the family.
- 3.3.6 Coordinate funeral rites and logistics with the Family Liaison Officer, and the Department Honor Guard if the family desires the services of that unit.
- 3.3.7 Assign members for honorary pallbearer duty if the family so desires. If the family asks that the Department supply regular pallbearers, members of the Honor Guard shall ordinarily carry out this duty.
- 3.3.8 Arrange for the delivery of the officer's personal belongings to the family.
- 3.3.9 Make arrangements with the funeral director to remove any Department issued items from the casket prior to burial.
- 3.3.10 Ensure that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- 3.3.11 Coordinate traffic management with the Traffic Section Commander prior to the service to survey the funeral sites, considering traffic control, environmental factors, parking concerns, and placement of officers at the gravesite and assessment of traffic control needs.
- 3.3.12 Coordinate with the Emergency Communications Department to have a dispatcher and radio channel ready to deliver at the appropriate time the message noted in subsection 7.11, below.
- 3.4 The Traffic Section Commander will:
  - 3.4.1 Be responsible for coordinating the police funeral procession with the funeral director and other agencies as needed;
  - 3.4.2 Establish the route of the funeral procession and any special traffic control measures that may be needed inside the city limits;
  - 3.4.3 Be responsible for the coordination of the officers and units assigned to escort. Coordinate with other law enforcement agencies for assistance in the assignment of marked units or law enforcement personnel that may be needed inside or outside the city;
  - 3.4.4 Determining number of officers and vehicles assigned based on the size of the funeral procession;
  - 3.4.5 For establishing parking, necessary crowd control and media staging areas at the funeral and burial sites.

### **SOG 410.3**

#### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

- 3.5 The Family Liaison Officer will:
  - 3.5.1 Be temporarily assigned to this post by the Chief of Police;
  - 3.5.2 Contact the surviving police family and act as a liaison for the Department;
  - 3.5.3 Offer liaison assistance between the police family and other City services, such as the Employee Assistance Program;
  - 3.5.4 Assist the family to gather and coordinate information regarding benefits available to them, if any.
    - 3.5.4(a) Assist with filing of appropriate claims for medical and life insurance benefits or group policies, policies provided by the Department, City, State, or Federal Government.
    - 3.5.4(b) Provide information concerning financial matters such as salary due the employee at time of death, including tabulating vacation, holidays, and compensatory time accumulated.
    - 3.5.4(c) Provide other services as determined by the Chief of Police.
  - 3.5.5 Contact the City Human Resources Department and coordinate assistance provided by that department.
  - 3.5.6 Notify Concerns of Police Survivors (COPS) to provide emotional support and assistance to surviving families as desired;
  - 3.5.7 Assist the Funeral Commander as needed;
  - 3.5.8 Advise the Honor Guard coordinator to obtain an American Flag (funeral homes usually have them available) if desired by the family to be used to drape the casket and whether the family wishes a flag presentation;
  - 3.5.9 Advise the Honor Guard coordinator if the family requests the playing of taps at the funeral;
  - 3.5.10 If the family desires a burial in uniform, obtain uniform and proper accouterments and deliver them to the funeral home.
    - 3.5.10(a) This uniform should consist of:
      - 3.5.10(a.1) Class A dress uniform;
      - 3.5.10(a.2) The uniform shirt shall be properly outfitted with the uniform badge, SPD pins and nametag. Other Department issued adornments may be worn;
      - 3.5.10(a.3) Uniform trousers;
      - 3.5.10(a.4) The duty belt with all duty gear (holster, handcuff case, etc.) removed;



## **SOG 410.3**

### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

3.5.10(a.5) At no time will a Department firearm be a part of the uniform or be placed in the casket.

3.5.11 Coordinate with the proper military officials if the family desires military funeral rites in addition to police funeral rites.

3.5.12 Make contact with the police family on a daily basis to assist with needs or desires.

3.5.13 Ensure the family is afforded support from this Department during any related criminal proceedings.

## **4 MOURNING AND VISITATION PERIODS**

4.1 The official mourning period shall begin at the time of death and continue until the beginning of day watch on the day following the funeral unless otherwise specified by the Chief of Police.

4.2 Uniformed officers will wear a black band over their badge during the official mourning period. The band shall be positioned over the state seal on the badge. Non-uniformed and civilian personnel may wear a black ribbon on the left side of their chest.

4.3 If desired by the family, the Honor Guard shall be posted at the casket during the time of the formal family visitation. The Honor Guard shall stand at the position of parade rest with one officer at the head of the casket and another at the foot. Changing of the guards shall be done formally approximately every 30 minutes.

4.4 While standing guard, members of the Honor Guard shall not become unduly distracted. Other members of the Honor Guard shall stand at a position of parade rest at the rear of the chapel; or they may be allowed to briefly leave the main chapel by the Honor Guard coordinator so as to refresh themselves.

## **5 FUNERAL OR MEMORIAL SERVICES**

5.1 Uniformed officers attending the funeral will be in formal dress, unless they are working a patrol watch at the time of the funeral. The uniform for the funeral services shall be consistent with section 12.5 of this policy. The Honor Guard and all command level officers' uniform will be in accordance with section 12.5 of this policy. All Department members will maintain an excellent personal appearance, with uniforms, equipment and police vehicles in outstanding condition.

5.2 Hats will be worn anytime an officer is outside of a building or vehicle. While seated, officers will place their hats in their laps. Members of the Honor Guard, pallbearers and honorary pallbearers will wear white gloves.

5.3 Prior to services members attending the service will report for an inspection and briefing at a location designated by the Funeral Commander away from where the services will be held.

### **SOG 410.3**

#### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

- 5.4 If desired by the family, up to six members of the Honor Guard may act as pallbearers.
- 5.5 Upon entering the building where services are being held, members will remove their hats and place them on top of their left forearm, facing forward, while holding the bill in their fingers.
- 5.6 Officers will enter the chapel or sanctuary as a group upon the command by the Funeral Commander.
- 5.7 Officers will maintain a military bearing throughout the service. Officers shall move in an orderly manner to the place reserved for officers and remain standing until the order to "*be seated*" is given by the clergy or Funeral Commander.
- 5.8 Upon conclusion of the service members will rise in unison after receiving the order, "*Detail, rise,*" from the Funeral Commander. Officers will again place their hats on their left forearm and hold them in this position until they have passed the casket and arrived outside.
- 5.9 Outside, uniformed officers will take a position at parade rest in lines on both sides of and facing the walkway from the chapel to the hearse. Officers and other employees not in uniform will place themselves behind the line of uniformed officers. Upon leaving the building officers will return the hats to their heads and assemble in two lines facing each other starting at the back of the hearse, with an aisle that allows the pallbearers and the casket to pass through. While in this formation, officers will remain in parade rest until given other orders.
- 5.10 When the casket comes into view the Funeral Commander will bring the group to attention by giving the order, "*Detail, Attention*", and then order "*Present Arms*", at which time all uniformed officers will execute a hand salute. When the casket has been placed in the hearse, the Funeral Commander will command "*Order Arms*".
- 5.11 After the doors of the hearse have been closed, the Funeral Commander will give the command, "*Detail, dismissed.*" At that point all officers and other employees will break ranks and proceed to their respective vehicles for the motorcade to the gravesite or other predetermined location.

## **6 FUNERAL PROCESSION**

- 6.1 At least two police motorcycles and one marked unit will normally lead any procession. The vehicle(s) containing the officers of the Honor Guard and honorary pallbearers will follow directly behind the vehicle(s) containing the immediate family. No vehicles shall be between the hearse and the vehicle(s) containing the immediate family members. All other law enforcement vehicles in the procession, marked or unmarked, shall follow with the vehicle's headlights and emergency lights turned on.

### **SOG 410.3**

#### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

## **7 GRAVESIDE PROTOCOL**

- 7.1 The Honor Guard shall stand on the side of the casket while the graveside service is conducted.
- 7.2 Uniformed officers shall form a line or lines in a predetermined area as directed by the Funeral Commander and await orders while standing at parade rest. Non-uniformed personnel shall form behind the uniformed officers.
- 7.3 Officers and other employees shall follow the commands of the Funeral Commander and shall not follow the Honor Guard commands, which may be different.
- 7.4 When the casket is removed from the hearse, and the pallbearers proceed to the grave, the Funeral Commander will give the order "*Detail...Attention*", then the order, "*Present Arms*".
- 7.5 After the casket has been placed on the lowering device the honorary pallbearers will take a position well off to the side of the grave and assume a position of attention.
- 7.6 The Funeral Commander will give the command, "*Detail, Order Arms*", followed by, "*Detail, Parade Rest*". The pallbearers, who are made up of members of the Honor Guard, will then begin preparations to present the flag to the family. The Honor Guard will perform their tasks irrespective of other activities that may be occurring.
- 7.7 During any prayer, uniformed officers except for the Honor Guard will bow their heads.
- 7.8 After the eulogy or other service, the Funeral Commander will give the order, "*Detail, Attention.*" The Honor Guard will remove the flag, if used, from the casket and present it to the family.
- 7.9 The Funeral Commander will then give the command, "*Detail, Present Arms*". If a 21-gun salute is to be given, the Funeral Commander will indicate to the Honor Guard to proceed. All other officers will hold their hand salute until the firing volley and/or the sounding of taps are complete.
- 7.10 If a bugler is used, he/she will sound taps immediately upon completion of the last volley.
- 7.11 At the proper time, as directed by the Funeral Commander, a dispatcher in the Communications Center will sound the "alert" tone once and then make the following broadcast via an appropriate SPD radio channel,
  - 7.11.1 "*Attention Springfield police units. Standby for roll call. Officer [insert name], DSN [insert DSN], served with pride on the Springfield Police Department from [month, day, year] until [month, day, year]. Officer [insert name] we thank you for your dedicated service; this is your final tour of duty.*"

### **SOG 410.3**

#### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

- 7.12 At the end of the above broadcast the Funeral Commander will give the command, "*Detail, Order arms.*" After a brief pause the Funeral Commander will give the command, "*Detail...dismissed*". The officers and other employees will then break ranks and return to their respective vehicles.

#### **8 CREMATED REMAINS**

- 8.1 During all phases of the funeral where the receptacle containing cremated remains are to be carried by hand, a member of the Honor Guard may be assigned to this function.
- 8.2 If an American flag is to be used in the service, a member of the Honor Guard will carry it folded and always to the right of the remains.
- 8.3 When the receptacle containing the ashes has been placed at the gravesite, members of the Honor Guard will unfold the flag and hold it over the remains during the gravesite service.
- 8.4 In the event that the family elects that the remains be cremated the Funeral Commander may modify the procedures listed in sections 6, 7 and 9 of this SOG to provide for a proper service.

#### **9 EMPLOYEE ATTENDANCE**

- 9.1 Prior to the service, law enforcement personnel attending in uniform will form in line as directed by the Funeral Commander. The officers shall stand at the position of parade rest. Non-uniformed personnel will take a position in line directly behind the uniformed officers.

#### **10 FUNERAL FOR NON-SWORN PERSONNEL**

- 10.1 Formal Department participation in funerals for non-sworn personnel will be by approval of the Chief.
- 10.2 Unless the employee's family has requested, and the Chief has approved formal Department participation, there will be no group formations or military commands given to groups attending, even though there may be a number of persons attending in uniform. In cases where no formal Department participation is utilized, other employees attending shall attend on an individual basis.

#### **11 FUNERALS FOR RETIRED SPRINGFIELD POLICE OFFICERS**

- 11.1 Retired officers are eligible for the services of the Honor Guard as outlined in SOG 302.5, Honor Guard, in the following circumstances:
  - 11.1.1 They retired from the Springfield Police Department under honorable conditions and served the Department for a term of at least 20 years, or;

## **SOG 410.3**

### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

- 11.1.2 Died as a direct result of injuries sustained in the line of duty, no matter how much time has passed since the time of injury;
- 11.1.3 The surviving family has made a request for police funeral rites and the Chief of Police has authorized it;
- 11.1.4 Meet the requirements as described in section 12.1.2 of this policy.

## **12 OTHER AGENCY FUNERAL SERVICES**

- 12.1 Upon notification of the line-of-duty death of a law enforcement officer of another agency, the following guidelines shall apply.
  - 12.1.1 A formal request shall be made to the Chief of Police for Department representation in all cases.
  - 12.1.2 The Chief of Police will determine if the Honor Guard should represent the Department.
    - 12.1.2(a) Authorization for representation will normally be granted within the following geographical boundaries:
      - 12.1.2(a.1) An area south of Interstate 70, north of the southern state boundary of Missouri and within the east and western state boundaries of Missouri.
- 12.2 The Honor Guard shall establish a rotation of officers to attend the funeral of any officer(s) from outside agencies when approved.
- 12.3 A maximum of two members of the Honor Guard shall represent the Springfield Police Department at all approved outside agency funerals.
  - 12.3.1 Overtime is not authorized and schedules shall be adjusted to compensate for travel time, etc.
  - 12.3.2 The Department shall provide a marked police vehicle.
- 12.4 No other on-duty officers shall be authorized to attend the funeral of a member of another law enforcement agency without specific authorization from the Chief of Police.
  - 12.4.1 Officers may elect to attend on their own time, in or out of uniform, using their personal vehicle.
- 12.5 Uniform of the day shall consist of: (See SOG 304.6, Police Uniform and Appearance Regulations) <sup>1</sup>
  - 12.5.1 Honor Guard Uniform – Honor Guard.
  - 12.5.2 Dress Uniform – All other sworn officers below the rank of lieutenant.
  - 12.5.3 Command Dress Uniform – All command level officers.

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<sup>1</sup> Sections 12.5-12.5.3 revised per Policy Change Order 13-039, Effective Date 03/31/2013.

## **SOG 410.3**

### **Death Notification and Funeral Protocol**

Effective Date: 03/31/2013

#### **13 CONTINUED SUPPORT FOR THE FAMILY**

- 13.1 The Department Liaison Officer acts as a long-term liaison with the surviving family. The Department Liaison Officer ensures that close contact is maintained between the Department and the survivors and that their needs are met for as long as they feel a reasonable need for support.
- 13.2 Members of the Department are encouraged to keep in touch with the family. Close friends, co-workers and officials should arrange with the family to visit the home periodically as long as the family expresses a desire to have these contacts. Increased contact and additional support during holidays should be considered.
- 13.3 Survivors should continue to be invited to Departmental activities or functions to ensure continued contact.

#### **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/06/2015	<b>Supersedes Policy Dated:</b> 03/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>411.1</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Special Response Team		
<b>Chief of Police:</b>			

## Special Response Team

### I Policy

The presence of a highly trained, highly skilled police tactical unit has been shown to substantially reduce the risk of injury and loss of life to citizens, police officers, and suspects, when called upon to assist in the resolution of critical incidents.

It is the intent of the Springfield Police Department to have such a unit as a tactical resource to resolve difficult police situations outside the realm of ordinary patrol response through the use of developed skills, tactics, and specialized equipment and capabilities. These situations include but are not limited to hostage situations, barricade situations, sniper situations, high risk apprehension, high or unknown risk search warrant service, high risk surveillance, personal protection, acts of terrorism and other significant events as assigned.

### II Definitions

**Barricade Situations** – A stand-off created by an armed or potentially dangerous person, in any location, fortified or not, who is refusing to comply with police demands for surrender/compliance.

**CBRNE** – Acronym standing for Chemical, Biological, Radiological, Nuclear and Explosives hazards.

**Chemical Munitions** – HRPT involving the use of chemical agents, (CN/CS/OC) in furtherance of an operational objective.

## **SOG 411.1**

Special Response Team

Effective Date: 10/06/2015

**Diversion/Distract Deployment Officer (3DO)** - Officer assigned to deploy the NFDD or chemical munitions.

**Explosive Techniques** – HRPT involving the use of explosives to assist in furtherance of an operational objective.

**High Risk Apprehension** – The arrest or apprehension of armed or potentially dangerous suspects, where the likelihood of armed or violent resistance is high, or where potential risk to involved officers is higher than normal.<sup>1</sup>

**High Risk Operation** - Police operation in which the circumstances indicate the potential for violence being directed towards officers/involved persons is higher than normal.

**High Risk Police Tactics (HRPT)** – Police tactics, which by their nature have an increased potential of causing injury than conventional police tactics.

**High Risk Surveillance** – Surveillance and/or stake out operations involving suspects/operations with a high potential for armed encounter or violence.

**High or Unknown Risk Search Warrant Service** – Search warrants requiring, or likely requiring, forced entry/dynamic room clearing techniques.

**Hostage Situations** – The holding of any person(s) against their will by an armed or potentially dangerous person(s).

**Noise/Flash Diversion Device (NFDD)** – HRPT device that produces a loud report and bright flash. Also referred to as a distraction device.

**Personal Protection** – The security of special persons (i.e. visiting dignitaries, VIP's, witnesses/suspects), based on threat or potential threat to their safety and/or security.

**Point of Compromised Authority** - That point where an entry/rescue team may first be visually compromised or come under fire. It is the point where the command post has relinquished decision making authority to the Team Leader and/or their designee in the entry rescue team.

**Primary Explosive Breacher** - Officer assigned to prepare and deploy the explosive element of the operation.

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<sup>1</sup> Definition of *High Risk Apprehension* revised, minor wording change, per Policy Change Order 15-073.



## **SOG 411.1**

Special Response Team

Effective Date: 10/06/2015

**Sniper Situations** – The firing upon citizens and/or police by an armed suspect, stationary or mobile.

**Special Response Team (SRT)** – The primary tactical unit of the Springfield Police Department.

**Terrorist Acts** – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

### **III Procedure**

#### **1 UNIT STRUCTURE**

- 1.1 The Special Response Team unit structure consists of the following:
  - 1.1.1 Unit Commander-Lieutenant.
  - 1.1.2 Red Team members (full time SRT assignment), one Sergeant/Team Leader, one Corporal/Assistant Team Leader, and 5 patrol officers.
  - 1.1.3 Blue Team members (members whose primary assignment is to other units within the department).
  - 1.1.4 SRT Chain of Command includes the Uniform Operations Bureau Commander (or their designee) and the Chief of Police.

#### **2 DUTIES AND RESPONSIBILITIES**

- 2.1 SRT Commander
  - 2.1.1 Responsible and accountable for the overall operation of the SRT.
  - 2.1.2 The direct line supervisor of the Team Leader, and commander of all officers assigned to the SRT.
- 2.2 Team Leader
  - 2.2.1 Direct line supervisor of the Red Team and operational supervisor of the Blue Team.
  - 2.2.2 Coordinates and directs activities involving the SRT and other units/organizations.
  - 2.2.3 Ensures that team members maintain (and document) an adequate level of training, consistent with their duties and responsibilities. Red Team members are authorized and encouraged to dedicate 25% of their duty time to training.
  - 2.2.4 Determines minimum team physical performance standards.
  - 2.2.5 Determines minimum team marksmanship standards.

## **SOG 411.1**

### **Special Response Team**

Effective Date: 10/06/2015

- 2.2.6 Maintains a sufficient level of tactical problem solving knowledge/skills, to manage situations the SRT is likely to be called upon to resolve.
- 2.2.7 Determines the equipment needs of the team, and ensures that team members are adequately equipped to meet the requirements of their job.
  - 2.2.7(a) The Team Leader or their designee will conduct a quarterly inspection of all equipment assigned to each SRT member. The Team Leader or their designee will ensure an SRT Operator Equipment Inspection form, SPD Form # 04-OP-0501 is completed for each SRT member.
- 2.2.8 Causes an inventory of all team equipment to be maintained.
- 2.2.9 Ensures that the unit commander is fully apprised of team activities, including, but not limited to:
  - 2.2.9(a) Equipment/training needs;
  - 2.2.9(b) Personnel matters.
- 2.2.10 Determines the selection criteria for officers assigned to the SRT.
- 2.2.11 Responsible for the day-to-day operations of the SRT.
- 2.3 Assistant Team Leader
  - 2.3.1 The assistant team leader is the Red Team Corporal or Red Team member who acts as the team leader in the absence of the corporal or unit supervisor.
- 2.4 Red Team Members
  - 2.4.1 Officers assigned to the SRT in a full time capacity.
  - 2.4.2 Direct line supervisor is the SRT Team Leader. All questions/comments requiring supervisory acknowledgement will be directed to him. The Team Leader will be apprised of all duty-related activities involving team members.
  - 2.4.3 Primary responsibility is the timely completion of assigned tasks, demonstrating the high standard of performance expected of all SRT members.
  - 2.4.4 Required to maintain the performance standards (fitness, marksmanship, etc.) established by the Team Leader.
  - 2.4.5 Required to maintain all equipment, vehicles, and work areas in good condition, subject to inspection at any time.
  - 2.4.6 May be required to act as the assistant team leader in the absence of the SRT Team Leader or Corporal.
- 2.5 Blue Team Members
  - 2.5.1 Personnel assigned to the SRT in a non-full time capacity.

Special Response Team  
Effective Date: 10/06/2015

Effective Date: 10/06/2015

- [illegible]

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## **SOG 411.1**

### **Special Response Team**

Effective Date: 10/06/2015

- 3.1 SRT activation to a critical incident will take precedent over all other non-emergency assignments within the Springfield Police Department. Within the Springfield Police Department, the SRT can be requested by the watch commander or their designee. Requests should be directed to the SRT Commander or SRT Team Leader.
  - 3.1.1 An exception to this would be a hostage situation, which would authorize any officer on scene the ability to request an SRT response.
- 3.2 Requests for the SRT by outside agencies should be directed through the same SRT chain of command, with authorization for such use being decided by the Chief of Police, or in their absence, the acting Chief.
- 3.3 SRT activation requests, outside of emergency situations, will be made through the SRT Team Leader, SRT Commander, or Uniform Operations Bureau Commander. This will include, but not be limited to, activations for search warrants, felony arrests, surveillances, etc.

## **4 SEARCH WARRANT POLICY**

- 4.1 All search warrants requiring, or likely requiring, forced entry/dynamic room clearing techniques shall be served by the SRT. This is due to the fact that the SRT has the necessary training and equipment to serve the warrants in the safest manner possible.
- 4.2 Notification
  - 4.2.1 When another agency or unit within the department develops information for a search warrant to be served by the SRT, they will notify the SRT Team Leader. Basic information to be given shall include:
    - 4.2.1(a) Address and description of place to be searched.
    - 4.2.1(b) Item(s) to be searched for.
    - 4.2.1(c) Any known intelligence information.
  - 4.2.2 Upon notification, the Team Leader will:
    - 4.2.2(a) Determine the proper time for the warrant service (considering SRT manpower, timeliness of warrant service, other unit needs and priorities, etc.)
    - 4.2.2(b) Assign an SRT member to the pre-incident investigation.
    - 4.2.2(c) Determine level of tactics to be used.
- 4.3 Assigned Officer Responsibilities
  - 4.3.1 The team member assigned (referred to as "the officer") will obtain a Special Operations Group number, then proceed with the pre-incident investigation [REDACTED]

Special Response Team  
Effective Date: 10/06/2015

Effective Date: 10/06/2015

Effective Date: 10/06/2015

Category	Item	Value
Category 1	Item 1.1	100
	Item 1.2	85
	Item 1.3	95
	Item 1.4	70
	Item 1.5	90
	Item 1.6	60
	Item 1.7	95
	Item 1.8	50
	Item 1.9	90
	Item 1.10	75
Category 2	Item 2.1	100
	Item 2.2	100
	Item 2.3	100
	Item 2.4	80
Category 3	Item 3.1	100
	Item 3.2	100
	Item 3.3	100
	Item 3.4	100
Category 4	Item 4.1	100
	Item 4.2	100
	Item 4.3	100
	Item 4.4	40
Category 5	Item 5.1	100
	Item 5.2	100
	Item 5.3	100
	Item 5.4	100
	Item 5.5	100
	Item 5.6	100
	Item 5.7	100
	Item 5.8	90
Category 6	Item 6.1	100
	Item 6.2	100
	Item 6.3	100
	Item 6.4	100
	Item 6.5	100
	Item 6.6	60

#### 4.4 Pre-Incident Briefing





Special Response Team  
Effective Date: 10/06/2015

Effective Date: 10/06/2015

- 
- | Age Group | Male (%) | Female (%) |
|-----------|----------|------------|
| 18-24     | ~95      | ~5         |
| 25-34     | ~95      | ~5         |
| 35-44     | ~95      | ~5         |
| 45-54     | ~95      | ~5         |
| 55+       | ~95      | ~5         |

## 5.4 Authorization

- 5.4.2 The SRT and/or Bureau Commander may elect to participate in the pre-incident process and oversee the actual operation. However, operational control is relinquished to the Team Leader/Unit Commander after the team has crossed the line of compromised authority.

## 5.5 Deployment

- 5.5.1 The use of high risk police tactics will be done with regard for the safety of all persons involved in the situation, considering the potential for injury to the involved persons should the tactics not be employed. They should be used when they will likely assist in resolving a potentially dangerous police situation, with a reduced potential of death or serious physical injury for those involved. These decisions will also be made based on the department recognized Safety Priorities.
- 5.5.2 The decision to deploy such tactics and a later determination of "correctness" will be based only on the information known prior to the operation.



**SOG 411.1**

Special Response Team

Effective Date: 10/06/2015


## **SOG 411.1**

Special Response Team

Effective Date: 10/06/2015

[REDACTED]

[REDACTED]

5.7 The following equipment shall be used by officers involved in the use of the HRPT.

- 5.7.1 Eye protection
- 5.7.2 Body armor
- 5.7.3 Fire extinguisher (when appropriate)
- 5.7.4 Emergency medical kit (available at scene)
- 5.7.5 Gas Mask (when appropriate)
- 5.7.6 Ballistic helmet and Nomex hood/gloves.

5.8 A police report is required in all police operations in which HRPT are used. The report is the responsibility of the officer who actually used the tactic.

## **6 SRT SELECTION PROCESS**

6.1 The nature of Special Response Team operations requires disciplined, physically fit, competent, and well trained professional police officers. Accordingly, the SRT will select team members through a fair and objective process, intended to measure those qualities deemed to be most important in meeting the unit's operational objectives.

6.2 When openings occur on the Blue Team, a selection process will be conducted to establish an eligibility list for appointment to the SRT. This list will expire once the openings are filled.

6.2.1 Minimum Requirements for Applicants:

- 6.2.1(a) Rank of Police Officer or Corporal.
- 6.2.1(b) Have a minimum of 3 continuous years with the Springfield Police Department.

6.2.2 The selection process for Officers and Corporals will be conducted in the following order, with each step graded on a pass/fail basis.

- 6.2.2(a) Marksmanship
  - 6.2.2(a.1) As a group, the applicants will be led by a Red Team member on a 2 mile run at

## **SOG 411.1**

Special Response Team

Effective Date: 10/06/2015

- an 8 minute and 30 second per mile pace.
  - 6.2.2(a.2) Immediately following the run, the applicants will shoot a normal SPD handgun qualification course in which an 80% minimum score must be achieved.
- 6.2.2(b) PT Standards
  - 6.2.2(b.1) Bench Press – applicant’s body weight twice.
  - 6.2.2(b.2) Pull ups – 8 without stopping.
  - 6.2.2(b.3) Push ups – 40 without stopping.
  - 6.2.2(b.4) Sit ups – 50 in 2 minutes.
  - 6.2.2(b.5) Rope Climb – Once to ceiling in SPD gym (20 feet).
- 6.2.2(c) Obstacle Course – Each applicant must complete the obstacle course listed below with a time of 22 minutes or less.
  - 6.2.2(c.1) The test begins with a 75 yard run to the first station
  - 6.2.2(c.2) Station 1: Twelve-foot rope ascent and window entry. This action consists of climbing a knotted dacron rope up to and through a second-story window.
  - 6.2.2(c.3) Station 2: Ladder Descent from a stationary platform and run approximately 55 yards to station #3.
  - 6.2.2(c.4) Station 3: Culvert Crawl. This station requires the applicant to negotiate a 20-foot culvert and run 35 yards to station #4.
  - 6.2.2(c.5) Station 4: Monkey Bar Traverse. Applicant must negotiate 40 feet of monkey bars and run 15 yards to station #5.
  - 6.2.2(c.6) Station 5: 4-foot Fence. Applicant must cross a 4- foot high fence and run 75 yards to station #6.

## **SOG 411.1**

Special Response Team

Effective Date: 10/06/2015

- 6.2.2(c.7) Station 6: 30-foot Ladder Climb. Applicant must ascend a 30-foot ladder to a platform.
  - 6.2.2(c.8) Rope Descent. Applicant must lower his/her self to the ground.
    - 6.2.2(c.8.1) Gloves are required to be worn during the completion of this particular obstacle.
  - 6.2.2(c.9) Chain Link Fence Climb. Applicant must traverse a 10-foot high chain link fence and run approximately 80 yards to station #1.
  - 6.2.2(c.10) After completing station #8 the applicant must return to station #1 and repeat the course. At the second completion of station #8 the applicant will finish with a 1 mile run at which time their total time will stop and the course will be complete.
  - 6.2.2(d) Oral Board/Presentation
    - 6.2.2(d.1) Each applicant will participate in an interview in which a series of pre-determined questions will be asked. The SRT Commander will be responsible for selecting members for the interview panel.
    - 6.2.2(d.2) The interview will be scored on a point scale as determined by the SRT Commander.
  - 6.2.2(e) Results of these tests will then be compiled and a list will be established. An Internal Affairs demeanor report will then be obtained on each remaining applicant. A performance evaluation review will also take place at this time.
  - 6.2.2(f) Final selections will be made by the Team Leader and SRT Commander with approval for the selected applicants occurring via the chain of command.
- 6.3 When openings occur on the Red Team, a selection process will be conducted to establish an eligibility list for appointment to the Red Team. This list will expire once the openings are filled.

## **SOG 411.1**

Special Response Team

Effective Date: 10/06/2015

- 6.3.1 Minimum Requirements for Applicants:
  - 6.3.1(a) Hold the rank of Police Officer;
  - 6.3.1(b) Hold an assignment as an SRT Blue Team Member;
  - 6.3.1(c) Must have received positive performance evaluations for the past two years;
  - 6.3.1(d) History of demonstrating good judgment and professionalism.
- 6.3.2 The Red Team selection process will consist of the following:
  - 6.3.2(a) Oral Board Interview
    - 6.3.2(a.1) Each applicant will participate in an interview in which a series of pre-determined questions will be asked. The SRT Commander will be responsible for selecting members for the interview panel.
    - 6.3.2(a.2) The interview will be scored on a point scale as determined by the SRT Commander.
  - 6.3.2(b) Performance Evaluation Review
  - 6.3.2(c) Results of the interview process will be compiled and a list will be established. After a review of each applicant's performance evaluation, final selections will be made by the SRT Team Leader and SRT Commander with approval for the selected applicants occurring via chain of command.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 05/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>411.3</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Special Response Team		
<b>Chief of Police:</b>			

## Crisis Negotiation Team <sup>1</sup>

### I Policy

It is the policy of the Springfield Police Department to maintain a unit of professionally-trained crisis negotiators. The purpose of this unit will be to resolve, through negotiation, selected incidents that have significant potential for violence. The presence of a trained negotiation team has been shown to reduce the risk of injury and loss of life to citizens, police officers, and suspects when called upon to assist in the resolution of critical incidents such as barricaded subjects and hostage situations.

During a crisis incident, it is the policy of this organization to consider the lives of hostages, civilians, and law enforcement officers to be the priority. When possible, the Crisis Negotiation Team and other personnel should resolve crisis incidents through negotiation, but the Special Response Team should also develop and be prepared to employ tactical alternatives in the event crisis negotiations fail.

### II Definitions

**Barricade Situation** – A standoff created in any location, fortified or not, by an armed or potentially dangerous person who is refusing to comply with police demands for surrender/compliance.

**Barricaded Subject** – Any individual in a stronghold position who is reasonably believed to be a threat to commit serious physical injury or death to themselves, officers, or others in the community.

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<sup>1</sup> Policy rewritten to include duties/responsibilities, chain of command, & activation procedures, per PCO 18-007.

## **SOG 411.3**

Crisis Negotiation Team

Effective Date: 04/20/2018

**Crisis Negotiation** – A non-violent law enforcement effort in which a trained crisis negotiator uses negotiation strategies and tactics to gain the voluntary surrender of a hostage taker, barricaded subject, or a subject threatening suicide.

**Hostage** – A person held against their will by the threat or actual use of force. No distinction should be made as to how or why the person was taken hostage.

**Hostage Situations** – The holding of any person(s) against their will by an armed or potentially dangerous person(s).

**Hostage Taker** – An individual, or a member of a group, who holds a hostage for any of a variety of motivations (freedom, publicity, financial gain, emotionally disturbed, seeks escape, etc.).

**Potential Suicidal Subject** – A person who communicates the intent to engage in self-destructive behavior and who possesses the means of committing suicide.

### **III Procedure**

#### **1 CRISIS NEGOTIATION TEAM STRUCTURE**

1.1 The Crisis Negotiation Team (CNT) consists of the following:

1.1.1 CNT Commander – Special Response Team (SRT) Lieutenant;

1.1.2 CNT Supervisor/Team Leader (rank of sergeant);

1.1.2(a) The CNT Supervisor/Team Leader will normally be a sergeant, but may be a corporal if no trained crisis negotiators hold the rank of sergeant.

1.1.3 CNT Members.

1.1.3(a) The CNT is made up of 12 members (four three-person teams) in addition to the CNT Supervisor/Team Leader. Members may be officers, corporals, or sergeants.

1.2 CNT chain of command includes the CNT Supervisor/Team Leader, CNT/SRT Commander or Incident Commander, the applicable captain, UOB Major, and the Chief of Police.

#### **2 DUTIES AND RESPONSIBILITIES**

2.1 CNT/SRT Commander

2.1.1 Responsible and accountable for the overall operation of the CNT.

2.1.2 The operational supervisor of the Team Leader and commander of officers, corporals, or sergeants assigned to the CNT.

2.1.3 Assumes the responsibilities of Incident Commander upon arrival.

2.1.4 Ensure crisis negotiation efforts are established and delegate crisis negotiation responsibilities to the Crisis Negotiation Team Leader.

## **SOG 411.3**

### **Crisis Negotiation Team**

Effective Date: 04/20/2018

- 2.1.5 Establish reliable and secure communication with the Tactical and Negotiation Operations Center.

#### **2.2 Crisis Negotiation Team Leader**

- 2.2.1 The Crisis Negotiation Team Leader will normally be the sergeant who has been assigned as the CNT Supervisor. When the assigned CNT Supervisor is unable to perform their duty due to temporary absence, they shall designate an acting CNT Leader.

- 2.2.1(a) If the CNT Leader or Acting CNT Leader is unable to respond to a crisis incident, the senior-ranking, trained crisis negotiator will serve as the operational CNT Leader.

- 2.2.2 The Crisis Negotiation Team Leader will not have decision-making responsibility or authority for any other team or function responding to the crisis incident.

- 2.2.3 The Crisis Negotiation Team Leader shall have the following duties/responsibilities:

- 2.2.3(a) Assign and supervise trained primary and secondary crisis negotiators, intel officer, and support a tactical alternative in the event crisis negotiations fail;
  - 2.2.3(b) Facilitate communication between the subject and the CNT members via phone, MegaVox, throw phone, or any other reasonable means available with the safety priorities in mind;
  - 2.2.3(c) Assist the Incident Commander with assessing the crisis incident and developing a crisis negotiation strategy;
  - 2.2.3(d) Establish and maintain a crisis negotiation operation center near the scene;
  - 2.2.3(e) Ensure the crisis negotiation operation center is free of distraction and unauthorized personnel;

[REDACTED]

[REDACTED]

- 2.2.3(h) Establish reliable communication with the Incident Commander and the command post;

[REDACTED]

- 2.2.3(j) Request specialized personnel in support of the Crisis Negotiation Team effort (e.g. interpreter);

- 2.2.3(k) Provide periodic updates to the Incident Commander as necessary;

- 2.2.3(l) Establish and maintain direct communication with the Tactical Team in the event a tactical resolution becomes necessary;

- 2.2.3(m) Supervise the collection of intelligence gathered by the Crisis Negotiation Team. Provide relevant intelligence to the Incident Commander and the command post;

- 2.2.3(n) Develop a plan for continued negotiations in the event of a protracted crisis



## **SOG 411.3**

### **Crisis Negotiation Team**

Effective Date: 04/20/2018

incident;

- 2.2.3(o) Designate and maintain a location separate from the crisis negotiation operation center to be used to interview all witnesses and released hostages;
- 2.2.3(p) Refer media inquiries to the Public Affairs Officer or Watch Commander;
- 2.2.3(q) Conduct a post-incident debriefing with all members of the Crisis Negotiation Team.

#### **2.3 Crisis Negotiation Team Members (Crisis Negotiators/Intel Officer)**

- 2.3.1 Direct line supervisor is their unit/section supervisor, with the CNT Supervisor or Acting CNT Leader having operational authority during CNT operations and training days.
- 2.3.2 CNT members shall have the following duties/responsibilities:
  - 2.3.2(a) Primary responsibility is to their full-time assignment, being subject to emergency call-outs by the CNT;
  - 2.3.2(b) Attend and participate in all scheduled CNT full-team training days;
  - 2.3.2(c) Maintain a chronological record of events within the crisis negotiation operation center;
  - 2.3.2(d) If needed, maintain incident information charts within the crisis negotiation operation center which reflect the intelligence necessary to support the negotiation effort, if needed;
  - 2.3.2(e) Develop, manage, and follow up on intelligence leads;
  - 2.3.2(f) Interview and debrief hostages immediately following their release;

[REDACTED]

[REDACTED]

- 2.3.3 Negotiators should not function as the investigators on crisis incidents. Patrol and/or detectives will be responsible for investigating the incident.

#### **2.4 Psychological Services**

- 2.4.1 Psychological/mental health support services are available to assist during crisis incidents and will be contacted, if necessary.
  - 2.4.1(a) Psychological support will be rendered by a mental health professional who has a contractual agreement with the Springfield Police Department to provide such services.
- 2.4.2 Psychological support will provide crisis negotiators with a professional, objective opinion regarding the mental state of the subject/suspect.

#### **2.5 General Guidelines**

- 2.5.1 It is the intent of this organization to present a unified, coordinated, and properly-staffed response to crisis incidents. The management of barricade or hostage situations will be the responsibility of the Incident Commander, who will coordinate all components of the crisis response to resolve the incident as safely,

### **SOG 411.3**

#### **Crisis Negotiation Team**

Effective Date: 04/20/2018

efficiently, and effectively as possible.

2.5.2 Only officers trained and assigned to the Crisis Negotiation Team will serve as crisis negotiators.

2.5.3 At no time will any person, law enforcement or civilian, be allowed to enter a crisis incident site in exchange for a hostage or other concession by a subject.

[REDACTED]

2.5.6 All officers responding to a crisis incident shall:

2.5.6(a) Wear body armor;

2.5.6(b) Wear distinctive team clothing;

2.5.6(c) Be armed;

2.5.6(d) Coordinate their movements with the Tactical Team prior to moving within the inner perimeter.

2.5.7 The assigned primary crisis negotiator is exclusively responsible for communicating with the subject. Requests to negotiate on behalf of this organization by the subject, witnesses, friends, family, clergy, or other law enforcement personnel not trained in crisis negotiations are not authorized.

2.5.8 Any decisions which result in actions that contradict organizational policy will be documented by the Incident Commander and will include the rationale for arriving at the decision.

### **3 PROCEDURE FOR ACTIVATING THE CRISIS NEGOTIATION TEAM**

3.1 CNT activation to a critical incident will take precedent over all non-emergency assignments. Within the Springfield Police Department, the CNT can be requested by the Watch Commander or their designee. Requests should be directed to the CNT Supervisor.

3.1.1 An exception to this would be a hostage situation, which would authorize any officer on scene the ability to request a CNT response.

3.2 Requests for the CNT by outside agencies should be directed through the CNT chain of command and must be authorized by the Chief of Police, or in their absence, the acting Chief.

3.3 Outside of emergency situations, CNT activation requests will be made through the CNT Team Leader, SRT Commander, or Uniform Operations Bureau Commander.

### **4 PRE-INCIDENT BRIEFING**

4.1 A pre-incident briefing will be conducted by the CNT Leader or their designee. The purpose of this briefing is to ensure that all officers involved have a clear understanding of the operation and their role in it.

## **SOG 411.3**

Crisis Negotiation Team

Effective Date: 04/20/2018

### **5 CRISIS NEGOTIATION TEAM SELECTION PROCESS**

- 5.1 The nature of CNT operations requires disciplined, well-trained, professional police officers. Accordingly, the CNT will select team members through a fair and objective process intended to measure those qualities deemed to be most important in meeting the CNT's operational objectives.
- 5.2 When openings occur on the CNT, a selection process will be conducted to establish an eligibility list for appointment to the CNT.
  - 5.2.1 Applicants for the position of Crisis Negotiator must have a minimum of three years full-time experience with the Springfield Police Department from the date of last hire and be in good standing.
  - 5.2.2 Applicants must have a satisfactory work record with respect to employee evaluations and Internal Affairs complaints.
  - 5.2.3 Negotiators may hold the rank of sergeant or below.
  - 5.2.4 The CNT Supervisor shall be the rank of sergeant, unless no sergeant with crisis negotiation training is available. In such instances, a corporal may be the CNT Supervisor.
- 5.3 Desirable personality traits for Crisis Negotiators include the following:
  - 5.3.1 Exceptional interpersonal skills;
  - 5.3.2 Emotional maturity;
  - 5.3.3 Be a good listener;
  - 5.3.4 Excellent interviewing skills;
  - 5.3.5 Ability to effectively communicate with persons from a variety of socioeconomic backgrounds;
  - 5.3.6 Strong commitment to the negotiation approach to conflict resolution.
- 5.4 Selection Process
  - 5.4.1 When a vacancy exists, an IDC will be posted stating qualifications and the deadline for submission of a letter of intent. The selection process will consist of an oral interview and past performance review.
    - 5.4.1(a) Oral interview – This exercise is designed to test the applicant's problem-solving ability, as well as, verbal and listening skills. Those attributes and a commitment to a negotiation approach will be the rating dimensions.
      - 5.4.1(a.1) The interview board will consist of three members. Interview board members will be selected by the CNT Commander and shall include the CNT Supervisor.
    - 5.4.1(b) Performance Review – The applicant's work record with this department will be examined including past job performance. To be considered, the applicant must have satisfactory employee evaluations and not have excessive sustained internal or external complaints.
- 5.5 Final Selection

**SOG 411.3**

Crisis Negotiation Team

Effective Date: 04/20/2018

- 5.5.1 Successful applicants will be ranked in order based on the outcome of the oral interview and background investigation.
- 5.5.2 Their names will then be submitted through the Chain of Command for final selection.

**IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 04/04/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>412.1</b>
<b>Accreditation Index:</b> 1.1.2, 1.3.11, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.4.1, 33.4.3, 33.5.1, 33.8.2			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Training	
<b>Chief of Police:</b>			

## Training Function

### I Policy

Training has been cited as one of the most important responsibilities in any law enforcement agency. The Training Section of the Springfield Police Department is responsible for developing and administering the various training programs within the Department. The Training Section is committed to providing valuable and appropriate training programs in the academy and continuing education courses so the Department personnel may deliver quality police service to the community. The Training Section is responsible for notifying employees of various outside training opportunities that are available. The Training Section is also a State certified Police Academy. With this certification, the Academy is responsible for providing basic training to pre-service individuals and continuing education training to area law enforcement agency personnel.

### II Definitions

**DPS** – The Missouri Department of Public Safety

**Generalist Instructor** – An instructor who is certified by the DPS to instruct any POST-approved Academy course that does not require a third-party license.

**On-the-Job Training** – Informal, documented training and orientation, often conducted by a supervisor, designed to introduce a new employee or transferred employee to the functions of the office, new tasks and basic job skills necessary to perform in a special section.

**POST** – The Peace Officers Standards and Training Program, which regulates peace officer training in the State of Missouri.

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

**Specialist Instructor** – An instructor who is certified by the DPS to instruct specific POST-approved Academy courses.

**Specialized Training** – Training to enhance skills, knowledge, and abilities taught in programs which may address supervisory, management, executive development training, technical functions, and job-specific subjects such as homicide investigation, juvenile investigation, and crime scene processing.

## **III Procedure**

### **1 TRAINING ADMINISTRATION**

1.1 Training Advisory Board - DPS requires that each academy have a Training Advisory Board.

1.1.1 The board shall meet with the Training Section Commander at least once each year.

1.1.2 Minutes of these meetings shall be maintained by the Training Section.

1.1.3 In addition to the State requirements, this board will also serve as an advisory committee on all aspects of training for Department employees.

1.1.4 This committee will report to the Training Section Commander.

1.1.5 It is the responsibility of the Training Section Commander to report any recommendations from this committee to the Support Services Commander.

1.1.6 The membership of this committee consists of, at a minimum, the following department personnel:

1.1.6(a) One Major or Captain;

1.1.6(b) One Lieutenant;

1.1.6(c) One Sergeant;

1.1.6(d) One Corporal;

1.1.6(e) Two Police Officers;

1.1.6(f) All Training Unit staff;

1.1.6(g) Two non-sworn personnel;

1.1.6(h) Any other Department member who wishes to serve on the committee.

1.1.6(h.1) A maximum of 10 other members may serve on the committee at any one time.

1.1.7 Members of this committee shall be selected from a pool of volunteers.

1.1.7(a) If there are no volunteers from a particular rank, the Training Section Commander will solicit from that rank an employee who would be willing to serve.

1.1.7(b) Members will remain on this committee as long as they have an interest in serving.

1.1.7(c) If a vacancy occurs, the Training Section Commander will notify personnel

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

of the same rank or position of the vacancy to determine if there will be any volunteers.

- 1.1.7(d) The Training Section Commander will survey the members every two years to determine if they wish to remain on the committee.

#### **1.2 Training Attendance Requirements**

- 1.2.1 In order for an employee to receive credit for a continuing education training course, that employee must attend 100% of the class (DPS 11CSR75-15.020).
- 1.2.2 Each recruit in the academy must attend 95% of the class in order to satisfactorily complete the course (DPS 11 CSR 75-14.050(7A)).
- 1.2.3 If an employee misses a portion of the class, that employee may make up the class by either attending at another time (continuing education classes only) or working with the instructor one-on-one to make up any missed instruction.

#### **1.3 Lesson Plans**

- 1.3.1 Each class in the academy or in the continuing education curriculum must be taught from an approved lesson plan. (CALEA 33.1.4 & 33.1.7(a))
- 1.3.2 Every lesson plan must be on file in the Training Section to be available for DPS audits and review.
- 1.3.3 When an instructor is notified they will be instructing a class, it is that instructor's responsibility to develop a complete lesson plan which meets the requirements of DPS.
- 1.3.4 At least thirty (30) days prior to teaching a class, the instructor shall provide the Training Section with an electronic copy of the lesson plan to be used. In order for the Training Section to be in compliance with the DPS, each lesson plan must include the following: (CALEA 33.1.4(b))
  - 1.3.4(a) Cover Sheet which contains:
    - 1.3.4(a.1) Agency name and address;
    - 1.3.4(a.2) Name of topic;
    - 1.3.4(a.3) Number of hours to be covered (if skill development, "hours may vary");
    - 1.3.4(a.4) Methods of presentation;
    - 1.3.4(a.5) Necessary equipment;
    - 1.3.4(a.6) Core curricula area(s);
    - 1.3.4(a.7) Approval signature and date.
    - 1.3.4(a.8) Continuing Education lesson plans have additional requirements to include evaluation plan, attendance policy, and "Approved Provider".
  - 1.3.4(b) Course Description and Objectives (student handout is required); (CALEA 33.1.4(a))
    - 1.3.4(b.1) Overview of the subject allowing the student to act on information to be provided.

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

- 1.3.4(b.2) Assist in identifying specific learning variables.
- 1.3.4(c) Body
- 1.3.4(d) Examination Questions (if required) (CALEA 33.1.4(d))
  - 1.3.4(d.1) DPS recommends a minimum of two questions per objective.
  - 1.3.4(d.2) These questions need to be multiple choice or true/false questions.
- 1.3.4(e) Bibliography and Source Document
  - 1.3.4(e.1) This information is necessary to document what references were used to develop the lesson plan.
- 1.3.4(f) Instructor Record (filed with continuing education lesson plan by year of instruction).
- 1.3.4(g) Certificate (if applicable)
- 1.3.5 The objectives for the class must be cross-referenced on the objective sheet and within the body of the lesson plan. This can be accomplished by indicating beside each objective the Section of the lesson plan and the page number where the objective is covered in the body. In the body of the lesson plan, this can be accomplished by indicating in the right hand margin which objective (#1, #3, etc.) was covered in that Section of the lesson plan.
  - 1.3.5(a) Examples:
    - 1. The student will be able to identify, without the use of notes, the four characteristics of a domestic violence batterer. II.B.2
    - II.B.2. The batterer in a domestic violence situation will generally show four characteristics. Those characteristics are:
      - Objective #1
- 1.3.6 The Training Section is required to advise DPS personnel which lesson plans have been revised since the last DPS audit. This will be completed by DPS auditors looking for the POST stamp placed on the objective in the body of the lesson plan.
- 1.3.7 Revised lesson plans for DPS required classes other than policy, law updates, new techniques, etc., will have to be approved by DPS prior to it being used in an academy class. This is especially true when new objectives increase or decrease hours of instruction.
- 1.3.8 Each lesson plan must be approved by the Training Section Commander prior to the class being taught. The approval process ensures the lesson plan is complete, it contains all of the necessary elements and it will meet all of DPS audit requirements. (CALEA 33.1.4(c))
- 1.3.9 Police Academy lesson plans are kept in a location designated by the Training Section Commander. The "Master" file is always locked and these lesson plans are only to be removed in case a copy has to be made or if the lesson plan has been updated and the old plan needs to be replaced with the completed and approved new plan. The "Master" Lesson plans are not to be removed for any other reason. This will ensure that a copy is always available for DPS audit.



## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

- 1.3.10 Instructors must follow the approved lesson plan when instructing. Any changes in the plan must be presented to the Training Section Commander at least thirty (30) days prior to the class for review and approval.
- 1.3.11 Lesson Plan Development – The instructor who will be teaching a particular course is responsible for the development of a complete lesson plan. The Training Section staff will assist any instructor in this process by supplying:
  - 1.3.11(a) Technical assistance or guidance on proper format and development.
  - 1.3.11(b) Necessary equipment and supplies for training aids, handouts, etc.
  - 1.3.11(c) Proper equipment to allow the instructor to adequately present the class, such as audio/visual equipment, classroom, props, etc.
- 1.3.12 When a lesson plan is updated, no longer used or purged from the curriculum, it must be kept on file for 75 years. When the plan is archived, the date it is archived must be written on the cover sheet or digital storage medium. The lesson plan will be filed in the archived lesson plan file located in the Training Section Facility.
- 1.3.13 See Attachment 1 for an example of SPD/ POST document formatting for continuing education lesson plans and Attachment 2 for an example of SPD/POST document formatting for academy lesson plans.
- 1.4 Each employee is expected to perform at minimal standards during academy and continuing education courses. (CALEA 33.1.5)
  - 1.4.1 If, at any time, an employee does not perform at these standards, the instructor documents that performance and the employee's supervisor is notified.
  - 1.4.2 The employee is then given the opportunity for remedial training to bring the performance level up to an acceptable level. This remedial training should be offered as soon as practical.
    - 1.4.2(a) The results of remedial training will be forwarded to the employee's supervisor and to the Training Section Commander and placed in the employees permanent training records.
  - 1.4.3 If the employee does not attend nor improve their performance, then the employee's immediate supervisor will proceed with appropriate disciplinary action according to SOG 103.8 – Administration of Discipline.
  - 1.4.4 When appropriate, the Inspections and Internal Affairs Unit will be notified of the employee's performance.
- 1.5 Training records are vital to the police organization to document employee training. Two types of records are maintained by the Training Section, academy and continuing education, both of which will be maintained in accordance to DPS regulations. (CALEA 33.1.6)
  - 1.5.1 At the completion of an academy, the administrative assistant will enter those records into the appropriate files.
  - 1.5.2 All continuing education courses will be documented by the completion of the Training Activity Report form (TAR).
    - 1.5.2(a) If an employee attends a training program that was not presented by the

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

Training Section, that employee is responsible for the completion of the TAR.

- 1.5.3 The Training Section will file all completed TARs to document each class that has been presented. This documentation will include:

- 1.5.3(a) Course name;
- 1.5.3(b) Names of attendees; (CALEA 33.1.7(b))
- 1.5.3(c) Results of performance evaluation; (CALEA 33.1.7(c))
- 1.5.3(d) Date of course.

## **2 RECRUIT OFFICER TRAINING**

- 2.1 A newly hired recruit officer will not be placed into a position where the recruit has a likelihood of having to take any type of official police action until after that recruit has graduated from the police academy and has been sworn in by the City Clerk of Springfield. (CALEA 33.4.1)
- 2.2 During the first day of academy training, each recruit will receive an orientation packet for the Academy and the City. Included in this orientation packet will be the Academy's rules and regulations, physical fitness requirements, course schedule, and academic requirements.
- 2.3 The basic academy's curriculum is based on the following:
  - 2.3.1 Tasks of the most frequent assignments for new officers.
  - 2.3.2 DPS requirements for peace officer certification
  - 2.3.3 Departmental needs recommended by the Training Section and approved by Command Staff.
- 2.4 Lateral recruit academy
  - 2.4.1 A lateral recruit officer must already be POST Class A certified prior to being hired.
  - 2.4.2 The lateral recruit academy will focus on Department policy, defensive tactics, report writing, computer system, and municipal ordinances.
- 2.5 The recruits will be evaluated in the academy by a variety of means to measure their competency of the required skills, knowledge and abilities. These evaluations may include but are not limited to written exams, practical exams, role-playing exercises and situational exercises.
  - 2.5.1 Prior to graduation or being sworn in as a peace officer, police recruits must pass the Missouri Department of Public Safety Peace Officers Standards and Training certifying examination.
    - 2.5.1(a) In the event a police recruit fails the initial testing, that recruit will not receive peace officer certification until such time as they have satisfactorily passed the certifying examination.
      - 2.5.1(a.1) With approval of the Chief of Police, the recruit may be assigned duties in the department that do not require peace officer status to perform.

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

- 2.5.1(a.2) Fees or other costs associated with retaking the POST certification examination will be the responsibility of the affected recruit.
- 2.5.1(a.3) Upon successful passage of the subsequent testing, the recruit officer shall contact the Office of the City Clerk to be sworn in as a police officer.
  - 2.5.1(a.3.1) With approval of the Chief of Police, the recruit officer may begin the Field Training Program.
- 2.5.1(a.4) Upon failing the POST certifying examination the third time, the recruit officer shall be subject to dismissal from City employment on the grounds of inability to perform the essential functions of the job.

## **2.6 Field Training Program**

- 2.6.1 The goal of the Springfield Police Department's Field Training Program is to produce fully trained, competent, and qualified police officers.
- 2.6.2 The Field Training Program is a continuation of the academy training that the probationary officer has received.
- 2.6.3 The probationary officer's training is not completed until they have satisfactorily completed the Field Training Program.
- 2.6.4 The Chain of Command for the Field Training Program is as follows: (CALEA 33.4.3(c))
  - 2.6.4(a) Chief of Police
  - 2.6.4(b) Investigations and Support Services Bureau Commander
  - 2.6.4(c) Support Services Division Commander
  - 2.6.4(d) Field Training Program Commander – Training Lieutenant
  - 2.6.4(e) Field Training Program Coordinator – Training Sergeant (CALEA 33.4.3(d))
  - 2.6.4(f) Field Training Officer's Sergeant
  - 2.6.4(g) Field Training Officer
  - 2.6.4(h) Probationary Officer
- 2.6.5 The standard Field Training Program will be 13 weeks in duration and consist of four separate phases. (CALEA 33.1.5 and 33.4.3(a))
  - 2.6.5(a) A two-week extension is available if needed for additional training and experience upon approval of the Chief of Police.
  - 2.6.5(b) The maximum amount of time that can be spent in the Recruit Field Training Program is 15 weeks.
- 2.6.6 The Lateral Hire Field Training Program will be six weeks in duration and will consist of two separate phases. (CALEA 33.1.5 and 33.4.3(a))
  - 2.6.6(a) Extension are available if needed for additional training and experience upon approval of the Chief of Police.

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

#### **2.6.7 Field Training Officers (FTOs)**

##### **2.6.7(a) Selection Process (CALEA 33.4.3(b))**

- 2.6.7(a.1) The selection process may include, but is not limited to, an interview, a review of the officer's demeanor report, and a review of the officer's most recent annual evaluation.
- 2.6.7(a.2) Interested officers shall submit an IDC to their immediate supervisor requesting consideration and stating their qualifications. This IDC will then be forwarded up their chain of command for comments and recommendations. The Bureau Commander shall forward the IDC to the FTO Commander.
- 2.6.7(a.3) The FTO Commander and the ISSB Commander will screen the requests and set up interviews for those approved to continue in the process. The FTO interview board shall consist of the FTO Commander, FTO Coordinator and a UOB Commander or Sergeant.
- 2.6.7(a.4) Upon completion of the interview process, an eligibility list shall be presented to the Chief of Police that contains new and active FTOs.

##### **2.6.7(b) Training (CALEA 33.4.3(e))**

- 2.6.7(b.1) Each new FTO must satisfactorily complete a 40-hour basic Field Training Officer course.
- 2.6.7(b.2) Each active FTO must complete an annual 10-hour refresher/update course prior to being assigned a Probationary Officer.

##### **2.6.7(c) Responsibilities**

- 2.6.7(c.1) The probationary officer will be assigned a Primary FTO.

- 2.6.7(c.1.1) The Primary FTO will be the probationary officer's supervisor during Phase 1 and Phase 4 of the Field Training Program. For Lateral Hire probationary officer's the Primary FTO will be the probationary officer's supervisor during Phase 1 of the Lateral Hire Field Training Program. (CALEA 33.4.3(c))

- 2.6.7(c.1.2) In an effort to allow the probationary officer the opportunity to see other styles of policing, the probationary officer will rotate to two different FTOs, who will serve as their supervisor during Phase 2 and Phase 3 of the Field Training Program. If at all possible, they will be assigned to the opposite side of the City so they can become familiar with the entire city. For Lateral Hire probationary officer's the probationary officer will be assigned a second FTO

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

who will serve as their supervisor during phase 2 of the Lateral Hire Field Training Program. If at all possible, they will be assigned to the opposite side of the City so they can become familiar with the entire city. (CALEA 33.4.3(f))

- 2.6.7(c.2) The FTO, supervised by a sergeant, is responsible for thoroughly documenting all aspects of the probationary officer's training. (CALEA 33.4.3(h))
- 2.6.7(c.3) The probationary officer is evaluated on the various required job skills to be learned according to the standardized evaluation guidelines that correspond to the particular task. (CALEA 33.4.3(g) and (h))
- 2.6.7(c.4) The FTO shall complete a Daily Observation Report (SPD Form # 94-OP-0124), in the LEFTA computer program to evaluate the probationary officer's skills.
  - 2.6.7(c.4.1) Transition days and training days do not count as evaluation days.
- 2.6.7(c.5) The FTO shall complete an End of Phase Report in the LEFTA computer program at the end of each phase, highlighting the strengths and weaknesses of the probationary officer.
- 2.6.7(c.6) At the end of Phase 4, the Primary FTO will complete an End of Phase Report in the LEFTA computer program requesting the probationary officer's release from the Field Training Program, a two-week extension, or requesting termination. For Lateral Hire probationary officers, at the end of Phase 2, the FTO will complete an End of Phase Report in the LEFTA computer program requesting the Lateral Hire probationary officer's release from the Field Training Program, an extension, or requesting termination. Recommendations must be supported by completed documentation. The End of Phase Report in the LEFTA computer program will be forwarded through the Probationary Officer's chain of command for final approval.

## **3 CONTINUING EDUCATION TRAINING**

- 3.1 The Springfield Police Training Section is a POST-approved provider for DPS- required continuing education credit. It is the policy of the Training Section that any POST-approved continuing education courses taught through the Training Section will meet the DPS guidelines and will count towards the mandate of continuing education credit. (CALEA 33.5.1)
  - 3.1.1 Each officer is required to receive POST-approved continuing education in order to maintain their certification as a peace officer. The requirements are as follows:
    - 3.1.1(a) Must have 24 hours of Continuing Law Enforcement Education (CLEE)

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

training every year.

- 3.1.1(a.1) This training must be in four core curricula areas: legal studies, skill development, technical studies and interpersonal perspectives.
- 3.1.1(a.2) Of the 24 hours that must be earned, a minimum of 2 credit hours must be in each of the four curricula areas listed above. The remaining 16 hours of required training can come from any combination of the four core curricula areas.
- 3.1.1(a.3) Each year every officer must obtain training covering the following topics, which shall fit within one of the four curricula areas: 2 credit hours on officer well-being, including mental health awareness; 2 credit hours on fair and impartial policing practices, including implicit bias recognition; 2 credit hours on handling persons with mental health and cognitive impairment issues; and 2 credit hours on tactical training to include de-escalation techniques, crisis management, critical thinking, and social intelligence.
- 3.1.1(a.4) Every officer shall obtain CLEE training regarding racial profiling, which if formatted properly could fit within the topic of "fair and impartial policing practices, including implicit bias recognition".
- 3.1.1(a.5) This training must have been received from an approved POST provider.
- 3.1.1(a.6) It is the responsibility of the individual officer to ensure they receive the required 24 hours of mandated training every year.
- 3.1.1 (a.7) Records of the training attended by the officers will be maintained by the Training Section.

3.1.2 The Springfield Police Department requires a higher standard of continuing education for its officers than is required by the Department of Public Safety. In addition to DPS requirements, the following training shall be completed:

- 3.1.2(a) All sworn personnel are required to attend general in-service training scheduled for the bureau to which they are assigned and which is provided by the Training Section. (CALEA 1.3.11)
  - 3.1.2(a.1) Sworn personnel not assigned to UOB or ISSB are required to do the same training as members of Uniform Operations.
- 3.1.2(b) All sworn personnel shall receive annual instruction in: (CALEA 1.3.11 and 33.5.1)
  - 3.1.2(b.1) Legal update;
  - 3.1.2(b.2) SOG 103.5, Resistance Response policy;
  - 3.1.2(b.3) Proficiency training with approved lethal and less lethal weapons;
  - 3.1.2(b.4) Approved weaponless control techniques, which may have a potential for serious injury.

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

- 3.1.2(b.4.1) All weaponless control techniques will be taught by a certified tactics instructor. (CALEA 1.3.11(a))
  - 3.1.2(c) All non-sworn personnel are required to attend those course topics of department in-service training as are deemed appropriate by their supervisor.
  - 3.1.2(d) All department personnel are required to attend ethics training biennially. <sup>1</sup> (CALEA 1.1.2)
- 3.2 The curriculum for each calendar year's training is determined by soliciting needs from the Commanders of each Section of the Department.
  - 3.2.1 The final curriculum for the following year will be completed by November 1<sup>st</sup>.
  - 3.2.2 Once the Section Commanders have received the request, they should seek input from the employees in their Section as to the specific courses the employees would need. This information will be forwarded back to the Training Section for compiling into the curriculum.
- 3.3 Roll-call training is a technique that may supplement all other training or be used to disseminate valuable information to the employees as quickly as possible. (CALEA 33.5.2)
  - 3.3.1 Various instructional methods can be used to complete this training, such as:
    - 3.3.1(a) Video examples;
    - 3.3.1(b) Presentation of law updates or training bulletins;
    - 3.3.1(c) Explanation of new or updated policy, etc.
  - 3.3.2 This training may be presented by a specific department instructor, supervisors, or commanders in the Department as the topic determines.
- 4 NON-SWORN PERSONNEL TRAINING
  - 4.1 All newly appointed non-sworn personnel will attend new employee orientation as soon as practical after being hired. This training will be documented and kept by the Human Resources Department. Orientation training will include information on the following:
    - 4.1.1 The agency's role, purpose, goals, policies, and procedures;
    - 4.1.2 Working conditions and regulations; and
    - 4.1.3 Responsibilities and rights of employees.
  - 4.2 Non-sworn positions will attend In-Service Training as required.
- 5 CAREER DEVELOPMENT
  - 5.1 The Department will provide employees at all levels in the organization with the opportunity for individual growth and development. (CALEA 33.1.3)
    - 5.1.1 Any Police employee may attend (with their supervisor's approval) any of the

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<sup>1</sup> Section 3.1.2(d) revised, year ethics training began was removed, per Policy Change Order 18-011.

## **SOG 412.1**

### **Training Function**

Effective Date: 04/20/2018

scheduled training programs conducted by the Training Section at no cost.

- 5.1.2 Other training programs are also available for employees to attend. These various training announcements are posted on CityShare and the Springfield Police Department website.
- 5.1.3 Employees may also utilize the tuition reimbursement program offered through the City of Springfield to attend continuing education classes.
- 5.2 Newly promoted personnel will receive training commensurate with their new duties prior to or immediately following promotion. (CALEA 33.8.2)
  - 5.2.1 This training may be completed by utilizing departmental, non-departmental, or the City of Springfield's resources.
  - 5.2.2 Supervisory and command personnel shall receive appropriate general and specialized management training essential to effective supervision of law enforcement functions.
    - 5.2.2(a) Such training shall include administration, supervision, personnel policies, and support services critical to general and specialized police services.
    - 5.2.2(b) This training will be documented and forwarded to the Training Section to be included in the employees training record.
- 5.3 Tuition Reimbursement (CALEA 33.1.3)
  - 5.3.1 Any employee may apply for tuition reimbursement through the City's Human Resources Department.
    - 5.3.1(a) This program will reimburse the employee for tuition paid for courses attended at accredited colleges based on the grade that is received by the employee.
    - 5.3.1(b) In order to participate in this program, the employee must apply prior to taking the course, then submit the appropriate documentation after the course ends to receive the reimbursement.
- 5.4 Outside Training
  - 5.4.1 If an employee wishes to attend a training program which requires tuition, transportation, and lodging, then the following items will need to be attached to the employee's IDC requesting approval:
    - 5.4.1(a) Completed Record of Travel form (one for each employee attending);
      - 5.4.1(a.1) A Record of Travel form is not needed for a training program offered locally. The employee will need to complete an Accounts Payable form in place of the Record of Travel form.
    - 5.4.1(b) Copy of the brochure, letter or other document advertising the program.
  - 5.4.2 This packet will need to be forwarded to the employee's supervisor for approval.
  - 5.4.3 The supervisor with budget responsibility for the employee's unit will determine if funds are available for the training program and charge the cost to the appropriate Org. and Account numbers and will forward up the chain for approval.
  - 5.4.4 When the program is approved, the forms will be forwarded to the Budget Office



## **SOG 412.1**

Training Function

Effective Date: 04/20/2018

for entry.

- 5.4.4(a) This request must be received by the Budget Office three weeks prior to the date of the training program.
- 5.4.4(b) The employee will receive the cash advance on the employee's paycheck prior to the date of the training program.
- 5.4.5 Upon the employee's return from the training program, the employee must complete the expense portion of the Record of Travel form and forward to the Budget Office within 7 days.
- 5.4.5(a) Receipts are required to be attached to the travel form.
- 5.4.6 The employee will also be required to complete a Training Activity Report form to document the training received. This form will be forwarded to the Training Section for entry into the employee's training file.

### **IV Attachments**

- 1 Example of SPD/POST document formatting for continuing education lesson plans.
- 2 Example of SPD/POST document formatting for academy lesson plans.

**SPRINGFIELD POLICE DEPARTMENT  
APPROVED PROVIDER  
2620 W. BATTLEFIELD SPRINGFIELD, MO 65807  
CONTINUING EDUCATION LESSON PLAN**

---

**INSTRUCTIONAL UNIT****COURSE NUMBER**

---

---

**PREPARED BY****CORE CURRICULA AREA(S)**

---

---

**TARGET GROUPS****TIME ALLOTTED**

CONTINUING EDUCATION STUDENTS

1 HOUR

---

**METHOD(S) OF PRESENTATION****EVALUATION PLAN**

LECTURE/DISCUSSION

PARTICIPATION/EXAM

---

**COURSE LOCATION****GENERAL ADMINISTRATOR**SPRINGFIELD REGIONAL POLICE & FIRE  
TRAINING CENTERTRAINING DIRECTOR

---

**TRAINING AIDS, EQUIPMENT NEEDED****INSTRUCTOR EXPERTISE**

OBJECTIVES HANDOUT

DOCUMENTATION INCLUDED

---

To successfully complete a course used to meet the Missouri continuing education requirement an officer's absence **must not** be allowed for any reason, valid or otherwise. Each student attending this course will sign the Training Activity Report (T.A.R.) when they arrive at class. No student may sign another student's name to the T.A.R. The instructor is responsible for proper completion of the T.A.R.

Students who do not attend the complete hours of instruction will not receive credit for this course, and the certificate of completion will be denied. It is the student's responsibility to make up any missed time prior to being given credit for the class.

Each hour of continuing education must have a minimum of 50 minutes of class time. Each hour of instruction equals to 1 hour of continuing education credit.

---

**ACADEMY DIRECTOR****DATE**

---

**100% ATTENDANCE IS REQUIRED TO RECEIVE CERTIFICATION**

## OBJECTIVES

BLOCK: \_\_\_\_\_

SECTION: \_\_\_\_\_ CONTINUING EDUCATION \_\_\_\_\_

TIME ALLOTTED: \_\_\_\_\_ DATE PREPARED: \_\_\_\_\_

---

### **SYNOPSIS:**

### **OBJECTIVES:**

The student will be able to correctly:

## SOURCE DOCUMENT

BLOCK: \_\_\_\_\_

SECTION: \_\_\_\_\_ CONTINUING EDUCATION

TIME ALLOTTED: \_\_\_\_\_ DATE PREPARED: \_\_\_\_\_

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**Springfield  
POLICE**

**SPRINGFIELD POLICE DEPARTMENT  
APPROVED PROVIDER  
2620 W. BATTLEFIELD SPRINGFIELD, MO 65807  
ACADEMY LESSON PLAN**

---

**INSTRUCTIONAL UNIT**

---

**PREPARED BY:**

---

**TARGET GROUP(S):**

**TIME ALLOTTED:**

ACADEMY STUDENTS

---

**METHOD(S) OF PRESENTATION:**

LECTURE/DISCUSSION

---

**STUDY ASSIGNMENTS REQUIRED:**

NONE

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**TRAINING AIDS, HANDOUTS, ETC. REQUIRED:**

OBJECTIVE HANDOUT,

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**REVIEW AND APPROVAL**

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**ACADEMY DIRECTOR**

**DATE**

## OBJECTIVES

BLOCK: \_\_\_\_\_

SECTION: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ TIME ALLOTTED: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_ REPLACES: \_\_\_\_\_

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### **SYNOPSIS:**

This block of instruction will...

### **OBJECTIVES:**

The student will be able to correctly:

1.



## SOURCE DOCUMENT

BLOCK: \_\_\_\_\_

SECTION: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ TIME ALLOTTED: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_ REPLACES: \_\_\_\_\_

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OBJECTIVES:

1.



# **(TITLE OF COURSE) LESSON PLAN**

## **I.**

### **A.**

#### **1.**

##### **a.**

##### **1)**

##### **a)**

##### **1)**

## **II.**

### **A.**

#### **1.**

##### **a.**

##### **1)**





## **BIBLIOGRAPHY**



## TEST QUESTIONS

1.

## ANSWER KEY



# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>412.2</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Training		
<b>Chief of Police:</b>			

## Law Enforcement Officers Safety Act Certifications for Retired Officers <sup>1</sup>

### I Policy

The safety of police officers is of great concern to the Springfield Police Department, both during their employment and after. Under the Law Enforcement Officers Safety Act (18 USC 926C), the Springfield Police Department is able to provide a training opportunity for its retired officers to maintain weapons qualification. <sup>2</sup>

### II Definitions

**Law Enforcement Officers Safety Act (LEOSA)** – Refers to the Law Enforcement Officers Safety Act of 2004 (Public Law 108-277), as amended by the Law Enforcement Officers Safety Act Improvements Act of 2010 (Public Law 111-272) and the National Defense Authorization Act of 2013 (Public Law 112-239), codified in Title 18 of the United States Code, Sections 926B and 926C. The LEOSA allows the carrying of concealed firearms by qualified law enforcement officers. Under this federal law, retired Springfield Police Department Officers are eligible to receive an LEOSA certification through this department if they meet certain provisions as outlined in this policy. <sup>3</sup>

### III Procedure

#### 1 ELIGIBILITY REQUIREMENTS <sup>4</sup>

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<sup>1</sup> SOG title revised, punctuation correction, per Policy Change Order 17-021.

<sup>2</sup> Policy Statement revised, LEOSA reference shortened, per Policy Change Order 17-021.

<sup>3</sup> Definition of LEOSA revised, source references added, per Policy Change Order 17-021.

<sup>4</sup> Section 1 revised, eligibility requirements for certification through the SPD modified, per PCO 17-021.

## **SOG 412.2**

### **Law Enforcement Officer's Safety Act Certifications for Retired Officers**

Effective Date: 09/28/2017

- 1.1 To be eligible for LEOSA certification through the Springfield Police Department (SPD), retired officers shall meet the following criteria:
  - 1.1.1 Must have been a sworn police officer;
  - 1.1.2 Must be retired from the Springfield Police Department;
    - 1.1.2(a) Retired SPD officers having met the established guidelines for an age and service retirement will be eligible unless otherwise disqualified.
    - 1.1.2(b) Participation of subjects who received a disability retirement will be determined on a case-by-case basis by the Chief of Police.
    - 1.1.2(c) Having worked for the SPD at some point does not necessarily make you eligible for retiree certification, regardless of whether you are vested in and/or receive a check from the pension system.
  - 1.1.3 Must currently be in good standing.
    - 1.1.3(a) Good standing status will be determined by the Chief of Police on a case-by-case basis.
    - 1.1.3(b) Any information gained about a retired officer that could potentially be cause for disqualification shall be provided to the Chief of Police.
    - 1.1.3(c) If the Chief of Police finds a retiree is not in good standing, the Training Section will be notified. The Training Section will then send the retiree written notice that they are ineligible for LEOSA certification.

## **2 FIREARM QUALIFICATION <sup>5</sup>**

- 2.1 Eligible retired SPD officers who wish to maintain LEOSA certification may return once a year for firearm qualification with the SPD range staff.
  - 2.1.1 SPD employees who are retired law enforcement officers from another local, state, or federal law enforcement agency and meet all the requirements outlined in the LEOSA may, at the discretion of the Chief of Police, be allowed to qualify with retired SPD officers, for the purpose of obtaining LEOSA certification through the agency from which they retired.
- 2.2 The Training Section will maintain a list of eligible retired officers and email them the date and time of their firearm qualification session. The retiree must respond by email to register for the scheduled qualification session.
  - 2.2.1 The Training Section will conduct a criminal history check through MULES/NCIC on each retired officer who has registered to qualify, to

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<sup>5</sup> Section 2 revised, qualification procedures updated, per Policy Change Order 17-021.

## **SOG 412.2**

### **Law Enforcement Officer's Safety Act Certifications for Retired Officers**

Effective Date: 09/28/2017

check for any offense that would make them ineligible for LEOSA certification.

2.2.1(a) This check will be done annually, prior to each qualification session.

2.2.2 If the MULES/NCIC check reveals an offense that would prohibit the retired officer from possessing a firearm, the SPD Training Section shall notify the Chief of Police of the disqualifying information.

2.3 Qualification sessions will be scheduled at regular intervals and retiree firearm qualification will only be conducted on those dates.

2.4 All qualifications will be at the participant's own expense.

## **3 CERTIFICATION IDENTIFICATION CARD <sup>6</sup>**

3.1 After completing yearly qualification, retired SPD officers will be issued a Retiree Concealed Firearms Qualification Certification identification card (SPD Form # 11-SP-0612), which will indicate the officer has qualified with their weapon and meets the standards set forth by the SPD, the Law Enforcement Officers Safety Act, and the Missouri POST board.

3.1.1 Retired officers living outside the State of Missouri will meet the requirements set forth by their state of residence.

3.2 The LEOSA certification does not supersede or limit the laws of any state that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or prohibit or restrict the possession of firearms on any state or local government property installation, building, base, or park.

## **IV Attachments**

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<sup>6</sup> Section 3 revised, heading added and minor reorganization, per Policy Change Order 17-021.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/28/2017	<b>Supersedes Policy Dated:</b> 03/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>413.1</b>
<b>Accreditation Index:</b> 83.1.1, 83.2.1, 83.2.4, 83.3.2 <sup>1</sup>			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Evidence	
<b>Chief of Police:</b>			

## Collection and Preservation of Evidence

### I Policy

The Springfield Police Department is committed to proper collection and preservation of physical evidence. These guidelines are written to ensure physical evidence is identified, collected, preserved properly, and transmitted to a laboratory promptly to enhance its effectiveness in criminal cases. <sup>2</sup>

### II Definitions

### III Procedure

#### 1 MISSOURI STATE HIGHWAY PATROL CRIME LABORATORY

- 1.1 The Missouri State Highway Patrol's Crime Laboratory may provide crime laboratory services to the Springfield Police Department in the following areas: <sup>3</sup> (Contract Agreement #94-224)
  - 1.1.1 Gunshot residue;
  - 1.1.2 Basic serology;
  - 1.1.3 Firearms/ballistics;
  - 1.1.4 Hair and fiber;
  - 1.1.5 Glass comparisons;
  - 1.1.6 Selected drug cases;
  - 1.1.7 DNA;

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<sup>1</sup> *5<sup>th</sup> Edition* removed from all CALEA standard references, per Policy Change Order 17-042.

<sup>2</sup> Policy Statement revised; spelling correction, unnecessary word removed; per Policy Change Order 17-042.

<sup>3</sup> Section 1.1 revised, capitalization and punctuation changes to subsections, per Policy Change Order 17-042.

## **SOG 413.1**

### **Collection and Preservation of Evidence**

Effective Date: 09/28/2017

- 1.1.8 Processing articles for the development of latent prints;
- 1.1.9 Analysis and comparison of latent prints.

## **2 FORENSIC EVIDENCE HANDBOOK**

- 2.1 The Missouri State Highway Patrol supplies the Springfield Police Department with a manual for collecting/packaging evidence and submitting evidence to them. The Forensic Evidence Handbook provides guidelines in three areas: <sup>4</sup> (CALEA 83.3.2(b))
  - 2.1.1 Crime scenes;
  - 2.1.2 Laboratory submittal forms;
  - 2.1.3 Collection and preservation of evidence.
- 2.2 Members of this Department shall comply with the guidelines established by the Forensic Evidence Handbook.
  - 2.2.1 Evidence will be marked/labeled at the time of collection.
  - 2.2.2 Investigating officers will collect materials and substances from known sources, whenever available.
    - 2.2.2(a) These *known standards* will be packaged separately from collected unknown evidence. Both should be submitted for analysis as directed by the follow-up investigator.
    - 2.2.2(b) The MSHP Forensic Evidence Handbook describes the proper method of collecting known standards.
- 2.3 The Forensic Evidence Handbook will be distributed to all Major Crime Investigators, Relief Major Crime Investigators, and the Robbery/Homicide Unit. A copy will also be placed in the Property/Evidence Control Receiving area and is also available electronically on the MDT Daily Briefing.

## **3 MAJOR CRIME INVESTIGATORS (CALEA 83.1.1 and 83.2.4)**

- 3.1 The processing of major crime scenes (except certain homicides as specified in SOG 402.2 – Crime Scene Management) is the responsibility of police corporals or officers trained as Major Crime Investigators (MCI). <sup>5</sup>
  - 3.1.1 MCIs are equipped to handle the majority of fingerprinting, evidence collection, sketches and photographic tasks.
  - 3.1.2 MCIs are assigned to field operations and are available for immediate dispatch 24 hours a day, seven days a week.

## **4 MAJOR CRASH INVESTIGATIONS (CALEA 83.2.4)**

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<sup>4</sup> Section 2.1 revised, capitalization and punctuation changes to subsections, per Policy Change Order 17-042.

<sup>5</sup> Section 3.1 revised; punctuation/capitalization changes and unnecessary word removed, per PCO 17-042.

## **SOG 413.1**

### **Collection and Preservation of Evidence**

Effective Date: 09/28/2017

- 4.1 Fatal vehicle crashes are investigated by police officers who have been trained to investigate traffic fatalities.
  - 4.1.1 Their vehicles are equipped for photography, measurements, sketches, and collection of evidence at crash scenes.
- 5 **PROGRESSION OF CRIME SCENE PROCESSING (CALEA 83.2.1)**
  - 5.1 Crime scene processing should be carried out in a systematic order. This progression will preserve the condition of evidence during collection by preventing the introduction of foreign material. <sup>6</sup>
    - 5.1.1 Assess the scene and determine the scope of the investigation.
    - 5.1.2 Secure the scene with crime scene barrier tape, if needed.
    - 5.1.3 For major crimes such as abduction and homicide, keep a log of any persons entering or leaving the secured crime scene.
    - 5.1.4 Search the crime scene to locate evidence.
    - 5.1.5 Video the crime scene (optional).
    - 5.1.6 Photograph the crime scene and evidence.
    - 5.1.7 Measure the crime scene/evidence and create a diagram, if needed.
    - 5.1.8 Collect and remove trace evidence or body fluids.
    - 5.1.9 Collect larger evidence items.
    - 5.1.10 Process for latent fingerprints.
    - 5.1.11 Luminescent chemical processing.
    - 5.1.12 Search crime scene a second time (repeat above steps).
    - 5.1.13 Release crime scene.
- 6 **CRIME AND CRASH SCENE REPORTS**
  - 6.1 Investigators of crime or crash scenes will prepare written reports of their actions and must include the following information in their reports: <sup>7</sup>
    - 6.1.1 Date and time requested;
    - 6.1.2 Name of the initial investigating officer;
    - 6.1.3 Disposition of physical evidence and media cards (if appropriate);
    - 6.1.4 Crime/crash scene measurements (if taken).

## **7 PHOTOGRAPHS AND VIDEO EVIDENCE**

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<sup>6</sup> Section 5.1 revised, syntax and capitalization changes, per Policy Change Order 17-042.

<sup>7</sup> Section 6.1 revised, minor wording and punctuation changes, per Policy Change Order 17-042.



## **SOG 413.1**

### **Collection and Preservation of Evidence**

Effective Date: 09/28/2017

- 7.1 Photographs and videos of a crime scene provide a permanent graphic representation of the appearance and position of objects and their relationship to each other. Photographs and video will be handled as evidence.<sup>8</sup>
  - 7.1.1 Trained Police Department personnel may take photographs or video at crime scenes.
  - 7.1.2 Employees taking photographs or video recordings of a crime scene will document this within NICHE by completing a Detailed Photo/Video Supplement (SPD Form # 96-OP-0226-NICHE).
  - 7.1.3 Photographs taken digitally and stored on a digital media card shall be recorded on a Media Card (SPD Form # 08-SP-0577) and turned into the Investigative Services Unit.
    - 7.1.3(a) The digital media card and completed form shall be placed in a sealed envelope and secured in a locked media storage box located in the property room at Police Headquarters or the South District Station.
      - 7.1.3(a.1) The Investigative Services Unit retrieves the envelopes from the locked media storage box located at Police Headquarters.
      - 7.1.3(a.2) The Property Unit will pick up the media storage box from the South District Station and deliver it to the Investigative Services Unit to retrieve the envelopes.
    - 7.1.3(b) Digital images shall be downloaded to the assigned server by the Investigative Services Unit.
      - 7.1.3(b.1) The images shall not be rotated, adjusted, or modified in any way prior to downloading to the server.
      - 7.1.3(b.2) The downloaded images on the server shall become the master, and the images contained thereon shall never be rotated, adjusted, or modified in any way.
      - 7.1.3(b.3) The original capture device shall be erased and returned to the submitting officer for use.
      - 7.1.3(b.4) The completed Media Card will be filed in the Investigative Services Unit for future reference until purged/expunged.

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<sup>8</sup> Section 7.1 revised, minor wording and punctuation changes, per Policy Change Order 17-042

## **SOG 413.1**

### **Collection and Preservation of Evidence**

Effective Date: 09/28/2017

- 7.1.3(c) Images from the master server may be copied onto working media (CD/DVD) for the requesting party by authorized Technical Assistance Unit personnel only.
  - 7.1.3(c.1) These images may be adjusted according to current accepted photographic and forensic standards in order to improve color, contrast, remove distracting features, or other needs.
  - 7.1.3(c.2) Any adjustments other than to color, contrast, rotation, or cropping shall be performed using software having a provision for recording the history of that particular image and the history feature shall be utilized to record those adjustments or modifications.
- 7.1.3(d) Digital images shall not be deleted, copied or printed except by authorized personnel.
- 7.1.3(e) Only select personnel will have the authority to view the images.
  - 7.1.3(e.1) This will be view-only via the server.
- 7.1.3(f) The Property Unit will be responsible for providing the Investigative Services Unit written information of media files to be purged/expunged as case dispositions are received or as directed by the Criminal Investigations Division Supervisors.
- 7.1.3(g) The maintenance and routine backup of the server will be conducted by the Information Systems department.

## **8 FINGERPRINT EVIDENCE <sup>9</sup>**

- 8.1 The proper methods for processing, developing, lifting, and labeling latent prints are outlined in the MSHP Forensic Evidence Handbook.
- 8.2 Latent prints lifted from a crime scene shall be logged into the property room as evidence.
  - 8.2.1 All latent prints collected at the crime scene shall be packaged together in a manila envelope stamped "Latent Print Card Submission" and all known information shall be completed on the front of the envelope.
    - 8.2.1(a) Due to their fragile nature, latent prints collected by specialized methods such as Mikrosil, Fuming, etc.,

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<sup>9</sup> Section 8 revised, minor rewording and punctuation changes, per Policy Change Order 17-042.

## **SOG 413.1**

### **Collection and Preservation of Evidence**

Effective Date: 09/28/2017

shall be packaged in a manner to preserve evidentiary value.

- 8.3 Prints from deceased subjects, regardless of the circumstances of death, will be heat sealed in plastic and marked with a biohazard sticker.
  - 8.3.1 The FBI Applicant Card (Form FD-258) will be used when taking inked prints from deceased subjects. The card shall be clearly marked “DECEASED”, the SPD case number shall be entered in the “Reason Fingerprinted” box, and all other known fields shall be completed.
  - 8.3.2 The acetate version of the Fingerprint Card (SPD Form # 94-SP-0170) will be used when taking prints from deceased subjects using other methods. The card shall be clearly marked “DECEASED”, the SPD case number shall be entered in the “Charge” box, and all other known fields shall be completed.
- 8.4 All prints will be sent to the Missouri State Highway Patrol Crime lab for examination and/or comparisons
  - 8.4.1 Prints collected from known deceased subjects shall be submitted to the Senior Criminal Justice Information System Manager at the Missouri State Highway Patrol.
- 8.5 All lab reports for latent prints will be forwarded to the Forensic Evidence Technician for review.
  - 8.5.1 After reviewing the results, the Forensic Evidence Technician will add the report and any additional information to the Records Management System, then task CIS Administration for further distribution.

## **9 DNA EVIDENCE**

- 9.1 Physical evidence may be collected by any Springfield Police Department Officer. Officers will be trained in the proper procedures involving the collection, packaging and submission of DNA evidence to laboratories for analysis.
  - 9.1.1 All officers will receive crime scene processing and investigation training in the Police Academy to include the collection and packaging of DNA evidence.
  - 9.1.2 Advanced training in evidence collection will also be available to officers who attend Major Crime Investigator School.
  - 9.1.3 All evidence collection instruction will be in accordance with the MSHP Forensic Evidence Handbook.
- 9.2 DNA evidence collection and recovery methods.
  - 9.2.1 Most DNA evidence will be air dried and collected in clean and unused paper containers.

## **SOG 413.1**

### **Collection and Preservation of Evidence**

Effective Date: 09/28/2017

- 9.2.2 Moist or wet evidence can be collected in unused plastic containers and transported to the Property Room for drying. The evidence will then be repackaged in a clean and unused paper container.
- 9.2.3 When DNA evidence is obtained using Missouri State Sexual Assault Evidence Kits, the completed kit will be refrigerated.
- 9.2.4 Officers must guard against contamination and cross-contamination of evidence during the collection process.
- 9.2.5 The MSHP Forensic Evidence Handbook describes the proper method of collecting DNA evidence.
- 9.3 DNA evidence related to cases where charges have been filed will be held until a disposition is received from the court. <sup>10</sup>
  - 9.3.1 DNA evidence held where no charges have been filed will be held until the statute of limitations for that crime has been met per RSMO 556.036, regardless of case status (cleared by exception, active, suspended, etc).

## **IV Attachments**

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<sup>10</sup> Section 9.3 added outlining DNA evidence retention guidelines, per Policy Change Order 17-042.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 08/15/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>413.2</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Evidence		
<b>Chief of Police:</b>			

## Audio/Video Recorded Evidence

### I Policy <sup>1</sup>

The collection of video and audio evidence is often a useful tool in the prosecution of criminal cases. Video and audio recording equipment may be used to record confessions, witness statements, covert operations, video surveillance needed for follow-up investigations or building security, and incoming phone calls to the police department. Recordings can be used as a protection from civil actions involving a criminal investigation, to corroborate testimony, and to refresh one's memory at a later date. A recording is also a means of documenting a person's physical condition and demeanor at the time of the recording. Recordings may also be of benefit to review and critique interview skills. Officers are encouraged to record these acts and collect video evidence when available.

### II Definitions <sup>2</sup>

**Recording/Recorded** – Any form of audiotape, videotape, motion picture, or digital recording.

### III Procedure

#### 1 INTERVIEW RECORDINGS

- 1.1 All statements made by suspects of a felony offense to police officers during a custodial interrogation while at Police Headquarters, the South District Station, or the Greene County Jail shall be video or audio recorded when video capabilities are available. <sup>3</sup>

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<sup>1</sup> Policy Statement revised, sentence restructured, per Policy Change Order 17-060.

<sup>2</sup> Definitions section revised, unnecessary definition deleted, per Policy Change Order 17-060.

<sup>3</sup> Section 1.1 revised, sentence restructured, per Policy Change Order 17-060.

## **SOG 413.2**

### **Audio/Video Recorded Evidence**

Effective Date: 04/20/2018

#### **1.1.1 Exceptions to the recording of statements shall include:**

1.1.1(a) Routine arrest-processing questions;

1.1.1(b) Questioning pursuant to the completion of an Alcohol Influence Report.

#### **1.2 Operating Instructions**

1.2.1 If the recording equipment fails during the interrogation, this shall be documented in the officer's report.

1.2.2 If the recording equipment is intentionally deactivated during use, the officer shall properly document the reason for this action.

1.2.3 Officers shall not alter or manipulate recordings.

1.2.4 If available, a date/time stamp shall be used as the recording is made.

1.2.5 All completed recordings shall be properly labeled and identified prior to being submitted as evidence with the following:

1.2.5(a) Date;

1.2.5(b) Time;

1.2.5(c) Interview participants;

1.2.5(d) Case Number.

1.2.6 All completed recordings shall be reviewed to ensure content prior to submission as evidence.

1.2.7 Employees shall not place two interviews or incidents on one recording.

#### **1.3 Reporting**

1.3.1 Officers shall indicate in a supplemental report when audio or video recordings were made.

## **2 SURVEILLANCE RECORDINGS <sup>4</sup>**

### **2.1 Uniform Operations Bureau**

2.1.1 Officers should collect and log any video evidence that is readily available when the officer is on scene.

2.1.2 When video evidence is not readily available, officers should not request that businesses make copies of the video.

2.1.2(a) Officers should note in their reports:

2.1.2(a.1) If it is likely the incident was captured on video;

2.1.2(a.2) How long the business will retain the video.

2.1.3 Officers should advise businesses that the Criminal Investigations Division (CID) will contact them if a copy of the video is necessary.

2.1.3(a) Officers should not request businesses call CID when video is ready for pickup.

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<sup>4</sup> Section 2 revised; minor rewording, terminology updated, and punctuation correction; per PCO 17-060.

## **SOG 413.2**

### **Audio/Video Recorded Evidence**

Effective Date: 04/20/2018

2.1.4 Patrol officers will be dispatched to collect video evidence when no limited-duty officer is available to do so.

2.1.4(a) Requests for UOB assistance will come from the Investigative Services Specialist (ISS) or CID supervisor.

2.1.4(b) Officers will be responsible for:

2.1.4(b.1) Obtaining the video evidence from victims/businesses;

2.1.4(b.2) Delivering the video evidence to the ISS for logging and report writing.

2.1.4(b.2.1) UOB officers are not responsible for writing supplemental reports or logging evidence for CID-related requests for video.

## **2.2 Central Records**

2.2.1 When taking original or supplemental reports where victims/businesses indicate video is potentially available, records employees should not contact CID in regards to video pickup, but instead, document the following in their reports:

2.2.1(a) Video is potentially available;

2.2.1(b) How long the video will be retained;

2.2.1(c) The name of a contact person with the business (if known).

2.2.2 Records employees should advise victim/businesses that they will document the information provided in a police report and CID will be responsible for obtaining any video necessary for follow-up investigations.

2.2.3 Any unsolicited video brought to the front desk of Headquarters or the South District Station should be accepted by front desk personnel.

2.2.3(a) The employee accepting the video will be responsible for logging it into the Property Room as evidence and writing a supplemental police report to document chain of custody, using the original case number if known.

2.2.3(a.1) Under no circumstances should video, or any other evidence be placed in the CID mailbox or left unattended at any CID workstation.

2.2.4 If video is brought to the front desk of either police station and the reporting party indicates the video is for a specific member of Criminal Investigations, front desk personnel should contact that investigator to personally accept the video.

2.2.4(a) If the investigator cannot be located or is unavailable, it will be the responsibility of front desk personnel to accept the video, log it into the Property Room, and write a supplemental report to document their actions for the chain of custody.

## **2.3 Criminal Investigations Division**

2.3.1 CID detectives will be responsible for obtaining video for cases they are assigned.

2.3.2 For any other case in which video surveillance has been deemed necessary for follow-up investigation, ISS personnel will be responsible for:

## **SOG 413.2**

### **Audio/Video Recorded Evidence**

Effective Date: 04/20/2018

- 2.3.2(a) Contacting businesses to arrange for video to be picked up;
  - 2.3.2(b) Maintaining a log of surveillance video that is ready to be picked up;
  - 2.3.2(c) Arranging for a limited-duty officer to pick up the video or contacting Dispatch if no limited-duty officer is available;
  - 2.3.2(d) Logging video and writing supplemental reports to document chain of custody;
  - 2.3.2(e) Disseminating quality video to others within the department for assistance with suspect identification.
- 2.3.3 Any unsolicited requests for video pickup from victims/business of unassigned cases should be referred to a Criminal Investigations Division supervisor.

## **3 RECORDING CONTROL AND MANAGEMENT**

- 3.1 Recordings containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safeguarded as other forms of evidence.
- 3.2 Chain of custody shall be maintained and documented as detailed in SOG 305.1 – Property.<sup>5</sup>
- 3.3 Copies of recordings will not be released to another criminal justice agency without prior approval of the prosecutor's office having jurisdiction of the case.
- 3.4 Duplicate recordings may be made for the prosecutor, investigative agency and defense attorney.

## **4 EVIDENCE STORAGE**

- 4.1 All audio and video recordings shall be stored in the evidence room in an area a minimum of five feet away from magnetic devices (stereo speakers, etc.) or as electronic storage.
  - 4.1.1 This does not apply to video/audio recordings stored on network servers, such as those from the Mobile Video System and interview rooms at Police Headquarters, the South District Station, and the Greene County Jail. For procedures concerning video/audio evidence stored on network servers, see SOG 413.4 – Mobile Video Systems.<sup>6</sup>

## **5 RECORDING OF TEMPORARY DETENTION AREAS AND POLICE BUILDINGS<sup>7</sup>**

- 5.1 Audio and/or video recording systems are in use to document citizen interaction with department personnel and to maintain security for the buildings.
- 5.2 Audio and video system shall not be used for indiscriminate review of recordings by staff.

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<sup>5</sup> Section 3.2 revised, wording change, per Policy Change Order 17-060.

<sup>6</sup> Section 4.1.1 revised, updated to address storage of digital recordings, per Policy Change Order 17-060.

<sup>7</sup> Section 5 revised; minor rewording, reorganization, and video retention period updated; per PCO 17-060.



## **SOG 413.2**

### **Audio/Video Recorded Evidence**

Effective Date: 04/20/2018

5.2.1 The telephone recording system may be used by appropriate department personnel to evaluate employee performance.

5.2.1(a) Records supervisors will routinely review telephone recordings for evaluation of employee behavior. These reviews shall be documented on a Recorded Telephone Call Review Log (SPD Form # 10-SP-0597).

#### **5.3 Responsibility**

5.3.1 The Support Operations Section Lieutenant, or designee, shall have overall responsibility to ensure the audio and video recording systems are functioning properly and to report malfunctions to the City Information Systems Department.

5.3.2 Video recordings shall be maintained by the City Information Systems Department for 60 days prior to disposal.

5.3.3 Permission to review these recordings shall be given by a command officer with proper documentation of the reason.

5.3.4 In the event of a noteworthy or significant incident occurring in the coverage area, a commander shall review the recording and document the circumstances in writing.

5.3.4(a) The recording shall be secured following the same guidelines for handling recordings of evidentiary value.

5.3.5 Phone recordings shall be maintained by the Police Services Administrator for a period not less than 30 days.

## **6 IN-CAR AUDIO/VIDEO EQUIPMENT <sup>8</sup>**

6.1 Audio or video equipment can be used to document any type of evidence (DWI driving behavior, evidence at crime scenes, etc.)

6.2 If the audio/video system records a criminal event or an event involving the use of force by an officer, the recording shall be preserved as evidence.

6.3 Recordings that become evidence will be preserved following the procedures in SOG 413.4 – Mobile Video Systems.

## **IV Attachments**

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<sup>8</sup> Section 6 revised, unnecessary wording removed, per Policy Change Order 17-060.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 05/31/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>413.3</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Evidence		
<b>Chief of Police:</b>			

## Computer Evidence

### I Policy

It is the policy of the Springfield Police Department to pursue the identification, investigation, and prosecution of persons who use computers and other digital devices in the furtherance of criminal activity. To ensure computer evidence is seized properly, only department employees who are trained in digital evidence collection shall seize computer systems for evidence. Only department employees who are trained in forensic data recovery and analysis shall process computer systems, computer storage media, mobile electronic devices, digital records, and gaming consoles for evidence, unless otherwise provided for herein. The Criminal Investigations Division shall be responsible for maintaining employees trained in computer forensic investigations.<sup>1</sup>

### II Definitions<sup>2</sup>

**Access** – To instruct, communicate with, store data in, retrieve or extract data from, or otherwise make any use of any resources of a computer, computer system, or computer network.

**Computer** – The box that houses the central processing unit, along with any internal storage devices, such as internal hard drives, and internal communication devices, such as internal modems capable of sending or receiving electronic mail or fax cards, along with any other hardware stored or housed internally. Thus, computer refers to hardware, software, and data contained in the main unit.

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<sup>1</sup> Policy Statement revised, unnecessary word removed, per Policy Change Order 16-038.

<sup>2</sup> Definitions revised; formatting corrected, minor punctuation and wording changes; per PCO 16-038.

## **SOG 413.3**

### **Computer Evidence**

Effective Date: 04/04/2017

**Computer Forensic Examiner** – A member of the department specifically trained in the techniques of forensic data recovery and analysis. Successful completion of at least one digital forensic certification, program, or undergraduate field of study in digital forensics shall constitute the required training.

**Computer Program** – A set of instructions, statements, or related data that directs or is intended to direct a computer to perform certain functions.

**Computer Storage Media** – Internal or external hard drive, micro or mini hard drive, network attached storage device, tape backup system, CD, DVD, HD DVD (High Density DVD), BD (Blu-ray Disk), floppy disk, jazz disk, zip disk, tape, flash memory card, USB drive, or other types of physical media used to store data magnetically, optically, or electronically.

**Computer System** – A set of related, connected or unconnected, computer equipment, data, or software.

**Data** – A representation of information, facts, knowledge, concepts, or instructions prepared in a formalized or other manner and intended for use in a computer or computer network.

**Digital Record** – Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

**Gaming Console** – Home video game consoles such as Microsoft Xbox, or handheld game consoles such as Sony PSP, which contain internal computer hard drives or removable flash memory cards for data storage.

**Hardware** – All computer equipment with the capability to collect, analyze, create, display, convert, store, conceal, or transmit electronic, magnetic, optical, or similar computer impulses or data.

**Mobile Electronic Device** – PDA (Personal Digital Assistant), cellular phone, digital camera, digital video camera, MP3 / MP4 or other audio/video player such as Apple iPod, or other mobile data storage devices.

**Software** – Digital information which can be interpreted by a computer and any of its related components to direct the way they work.

## **III Procedure**

### **1 WHEN COMPUTER FORENSIC EXAMINER SHALL BE UTILIZED**

1.1 This policy shall apply in those cases where data residing on computer systems,

## **SOG 413.3**

### **Computer Evidence**

Effective Date: 04/04/2017

computer storage media, mobile electronic devices, digital records, or gaming consoles are being sought as evidence in an investigation.<sup>3</sup>

1.1.1 Computers, storage media and other devices seized by department personnel as fruits of crimes (e.g. burglary, retail theft, etc.) shall be treated as normal evidence and processed according to the procedures in SOG 413.1 – Collection and Preservation of Evidence.

1.1.1(a) This type of seizure will not normally require the services of the Computer Forensic Examiner.

## **2 SEIZURE AND PRESERVATION OF COMPUTER EVIDENCE**

2.1 No department member, except those who have been trained, shall power off, disconnect, power on, or access a computer system that is to be seized.

2.2 No department member, except those who have been trained, shall access computer storage media, mobile electronic devices, digital records, or gaming consoles which are to be seized.

2.3 Computer systems can and have been found to contain destructive computer programs which can alter file access dates and file content that can be critical evidence.

2.3.1 Only members of the Computer Forensics Unit may attempt to access computer systems, computer storage media, mobile electronic devices, digital records, and gaming consoles in any way, in any type of attempt to validate the presence of files or computer programs which may contain evidentiary content or aid in the development of further probable cause.<sup>4</sup>

2.4 When it is determined that a computer system and/or digital records are to be seized and processed, department personnel should immediately contact the Crimes Against Persons Lieutenant to request a computer forensic examiner.<sup>5</sup>

2.4.1 In most cases, a computer forensic examiner will respond to seize computer systems and/or digital records. Upon being contacted and well informed of an investigation involving computer evidence, the examiner will retain sole discretion in determining whether on-scene personnel may seize a computer system.

2.5 If a department computer forensic examiner is unavailable, the Crimes Against Persons Lieutenant may contact an outside agency for assistance.<sup>6</sup>

2.6 Exigent circumstances may necessitate immediate seizure of computer systems by officers on-scene. A department computer forensic examiner should be

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3 Section 1.1 revised, subsections reorganized, per Policy Change Order 16-038.

4 Section 2.3.1(a) deleted regarding search of mobile communications devices incident to arrest, per PCO 16-038.

5 Section 2.4 revised, contact person when seizing a computer specified, per Policy Change Order 16-038.

6 Section 2.5 revised, procedure for outside agency assistance clarified, per Policy Change Order 16-038.

## **SOG 413.3**

### **Computer Evidence**

Effective Date: 04/04/2017

notified as soon as possible to assist.<sup>7</sup>

- 2.7 When it is determined that computer storage media, mobile electronic devices or gaming consoles are to be seized and processed by on-scene personnel, the following guidelines shall be adhered to.

2.7.1 Computer storage media:

- 2.7.1(a) Ensure write-protect tabs (if present) are placed in the locked position on floppy and zip disks, USB drives, flash memory cards, and other media.

2.7.2 Mobile electronic devices and gaming consoles:<sup>8</sup>

- 2.7.2(a) If a device is found “on”, document and photograph the information on the display screen.

- 2.7.2(b) If a device is found “off”, do not turn it on. Seize power cables and charging cradles, if present.

- 2.7.2(c) Ensure mobile communication devices are in airplane mode and all other wireless communications are disabled immediately. After communications are disabled, security measures including personal identification numbers, passphrases, patterns, or other equipment that may prevent future access to the device should be removed, if possible. Finally, remove the battery from the device, if possible.

- 2.7.2(d) Ensure game consoles are powered off and all applicable input/output devices are collected along with their power cords.

- 2.7.3 When seizing and transporting computer evidence, personnel should be aware of environmental factors such as electromagnetic interference, electrostatic discharge, moisture and excessive temperatures, all of which contribute to an increased potential for data damage or destruction.

- 2.7.3(a) Computer evidence should be transported on the rear floorboard of police vehicles to avoid electromagnetic interference created by police radio and mobile dispatch systems.

- 2.7.3(b) Avoid transporting storage media in uniform pockets due to potential static electricity.

- 2.8 Once potential computer evidence has been located, on-scene personnel should prevent victims, witnesses, suspects, and any other persons from accessing or tampering with any of the evidence to be seized.

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<sup>7</sup> Section 2.6 revised, minor wording change, per Policy Change Order 16-038.

<sup>8</sup> Section 2.7.2 revised; capitalization changes and rewording, per Policy Change Order 16-038.

## **SOG 413.3**

### **Computer Evidence**

Effective Date: 04/04/2017

## **3 RESPONSIBILITIES OF THE COMPUTER FORENSIC EXAMINER <sup>9</sup>**

- 3.1 The computer forensic examiner shall make all efforts to accomplish the following during the examination of the seized system and media.
  - 3.1.1 Ensure the computer equipment, computer hardware, and digital records are maintained in their original unaltered state.
  - 3.1.2 Ensure no unauthorized alterations are made to any seized computer evidence by viruses, defense schemes, the operating system, write back applications or other inadvertent means prior to and during data acquisition.
  - 3.1.3 Ensure data analysis is performed on a validated, forensic duplication of the original media.
    - 3.1.3(a) Forensic previews of storage media may be performed using a write blocking device or application.
  - 3.1.4 Examine unallocated disk space and file slack for relevant data.
  - 3.1.5 Recover, unlock and access deleted files, hidden data, password protected data and encrypted files.
  - 3.1.6 Provide a report of the findings to the case investigator as soon as practical.

## **4 TRAINING**

- 4.1 All major crime investigators should be trained in the proper methods to preserve and seize computer systems, computer storage media, mobile electronic devices, digital records, and gaming consoles. This training shall be conducted in accordance with the current lesson plan on file with the Training Unit.

## **IV Attachments**

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<sup>9</sup> Section 3.1 revised, minor reorganization, per Policy Change Order 16-038.

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 10/06/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>413.4</b>
<b>Accreditation Index:</b> 41.3.8			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Evidence		
<b>Chief of Police:</b>			

## Mobile Video Systems

### I Policy

The use of in-car video systems involves continuous recording of events as they occur. As such, these systems offer visual and audio evidence of events which may become the subject of criminal or administrative action. It is the policy of the Springfield Police Department to maintain effective chain of custody and evidence control consistent with court admissibility standards to protect the quality of information recorded.

### II Definitions <sup>1</sup>

**MVS** – Mobile Video Systems applies to all elements of mobile video/audio recording systems regardless of transfer method for the recorded event. Wherever the operation of the MVS is referenced, such operation includes both the video and audio capabilities of this equipment (wireless body microphone, interior microphone, and video equipment).

**Recording** – An authentic, unaltered, official copy of an event captured by an MVS system subsequently transferred by mechanical or electrical means to a medium for transporting or storing the recorded event.

### III Procedure <sup>2</sup>

#### 1 SYSTEM ADMINISTRATION

##### 1.1 Installation and Maintenance (CALEA 41.3.8(e))

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1 Definitions revised, capitalization change for consistency, per Policy Change Order 17-028.

2 Entire Procedures section reorganized, per Policy Change Order 17-028.

## **SOG 413.4**

### **Mobile Video Systems**

Effective Date: 04/04/2017

- 1.1.1 The Fleet and Equipment Supervisor or designee shall be responsible for MVS hardware equipment installation, routine maintenance, inspections and cleaning as recommended by the manufacturer, and repairs as necessary for operation.
    - 1.1.2 Information Systems Network Technicians will be responsible for MVS software installation, routine maintenance, and upgrades recommended by the manufacturer.
    - 1.1.3 The local factory representative is responsible for non-routine maintenance.
  - 1.2 Training (CALEA 41.3.8(f))
    - 1.2.1 Field Training Officers are responsible for ensuring probationary officers receive training on the MVS prior to use. The FTO shall document this training on the Probationary Officer Skills Checklist (SPD Form #01-OP-0360) and ensure the checklist is filed in the officer's field training records.
    - 1.2.2 Newly-promoted sergeants will receive supervisor-specific training on the MVS during their mentoring period. This training shall be documented on the critical task checklist in the Sergeant Mentoring Guide.<sup>3</sup>
  - 1.3 Digital File Management (CALEA 41.3.8(d))
    - 1.3.1 Personnel shall not alter MVS recordings.
    - 1.3.2 MVS recordings shall be uploaded to a designated server for storage.
    - 1.3.3 Recordings can be accessed through a desktop application on any network computer terminal, subject to user profiles which restrict viewing, copying, and deleting files in the system.
      - 1.3.3(a) Any viewing, copying, or deletion of MVS recordings shall be done in accordance with the provisions of this policy.
    - 1.3.4 The Investigative Services Specialist Supervisor or designee shall be responsible for the overall maintenance of MVS digital files stored on the server.
- 2 MVS OPERATION
- 2.1 The MVS shall be operated in accordance with training and the operator's manual instructions.
  - 2.2 As part of an officer's pre-shift vehicle inventory, the MVS shall be checked for operational readiness. (CALEA 41.3.8(e))
  - 2.3 Officers shall log on to the MVS at the beginning of their shift.

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<sup>3</sup> Section 1.2.2 added, per Policy Change Order 17-028.



Mobile Video Systems  
Effective Date: 04/04/2017

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## **SOG 413.4**

### **Mobile Video Systems**

Effective Date: 04/04/2017

- 2.11 Obstructing, shielding, or any act meant to interfere with the MVS equipment is not permitted.
  - 2.12 When the MVS is operating, officers shall not use the in-car AM/FM radio or other non-department-issued radio equipment as the noise may distort the MVS audio recording.
  - 2.13 Officers shall inform those who ask that the MVS equipment is in use.
  - 2.14 Officers shall not manually deactivate the MVS when in contact with a suspect or during an incident. The intentional stopping of recording when the use of MVS equipment is required may be cause for disciplinary action. (CALEA 41.3.8(b))
  - 2.15 Officers shall properly classify each MVS recording.
  - 2.16 Officers can upload MVS recordings at any wireless access point. Recordings will automatically upload whenever an equipped vehicle is at one of these locations. (CALEA 41.3.8(d))
  - 2.17 If an officer becomes aware that the MVS is not functioning properly, they shall do the following: <sup>4</sup>
    - 2.17.1 Notify their immediate supervisor;
    - 2.17.2 Note the malfunction on their Daily Vehicle Maintenance and Equipment Inspection form (SPD Form # 02-OP-0466);
    - 2.17.3 Send an e-mail message detailing the problem to the Information Systems Help Desk and the appropriate Quartermaster.
- 3 REVIEW OF MVS RECORDINGS (CALEA 41.3.8(c))
- 3.1 Officers may review their own recordings and are encouraged to do so prior to completing any related reports.
  - 3.2 Supervisors and commanders may review MVS recordings of their subordinates at any time.
    - 3.2.1 Supervisors are encouraged to use MVS recordings to assist in preparation for performance appraisals and for training purposes.
  - 3.3 Supervisors of an officer who has utilized the MVS at any time during their annual evaluation period shall review two randomly selected MVS recordings from the officer for that period. The review shall be documented on an Annual Summons Audit / MVS Review form (SPD Form #13-AD-0635). (CALEA 41.3.8(g)) <sup>5</sup>
  - 3.4 Supervisors or commanders may request additional MVS recording audits by IIAU personnel to determine training needs and policy compliance.

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<sup>4</sup> Section 2.17 revised, MVS malfunction notification procedure updated, per Policy Change Order 17-028.

<sup>5</sup> Section 3.3 added, per Policy Change Order 17-028.

## **SOG 413.4**

### **Mobile Video Systems**

Effective Date: 04/04/2017

- 3.5 Supervisors, commanders, and IIAU personnel may select random vehicle stops from CAD and verify corresponding video of those events.
- 3.6 Supervisors, commanders, and IIAU personnel shall review MVS recordings, as necessary, in connection with complaint investigations, the routine review of pursuits and resistance control situations, or as otherwise directed by a Bureau Commander or the Chief of Police.<sup>6</sup>
- 3.7 MVS recordings related to criminal events may be viewed by employees as needed for the purpose of investigation and prosecution.<sup>7</sup>

## **4 RELEASE OF RECORDINGS (CALEA 41.3.8(c))**

- 4.1 No employee shall release a recording to or allow a recording to be copied, viewed, or heard by any person outside the Springfield Police Department without the specific authorization of the Chief of Police or designee.<sup>8</sup>
  - 4.1.1 Any such release or use of a recording presenting an incident under active prosecution shall also require specific, written authorization by the prosecuting attorney with jurisdiction for the case. (CALEA 41.3.8(c))
  - 4.1.2 Any officer presenting such a recording without proper authorization may assume legal liability for violation of privacy statutes resulting in criminal or civil action.
- 4.2 Dissemination of recordings shall be according to applicable state law and city ordinance. (RSMo. 610.021 & 610.100, City Ordinance 2-2.)
- 4.3 Recordings provided for prosecution or released pursuant to a court order shall not be altered or censored in any way.
- 4.4 Investigative Services Specialist personnel at Police Headquarters shall be responsible for duplicating MVS media.
  - 4.4.1 All copies of recordings shall be documented and tracked using the RMS task workflow. This record should include authorization, purpose, and recipient information.
- 4.5 Applicable fees shall be collected for copies of recordings with the money being transferred to the City of Springfield Finance Department per SOG 104.2 – Fiscal Management.
- 4.6 Release of recordings for purposes of training must be specifically approved by the Chief of Police.

## **5 EVIDENCE MANAGEMENT<sup>9</sup>**

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<sup>6</sup> Section 3.6 added, per Policy Change Order 17-028.

<sup>7</sup> Section 3.7 added, per Policy Change Order 17-028.

<sup>8</sup> Section 4.1 revised, release authorization clarified, per Policy Change Order 17-028.

<sup>9</sup> Section 5 revised, evidence management procedures updated, per Policy Change Order 17-028.

## **SOG 413.4**

### **Mobile Video Systems**

Effective Date: 04/04/2017

- 5.1 When an MVS recording relates to a criminal offense, the officer shall: (CALEA 41.3.8(c))
    - 5.1.1 Properly classify the event in the MVS (Traffic Stop, DWI, Drugs, or Other Criminal);
    - 5.1.2 Assign a case number to the criminal event and enter the case number and any comments into the notes section for that recording;
    - 5.1.3 Document the existence of the recording in their RMS report.
      - 5.1.3(a) The digital recording shall be listed in the property tab to ensure proper tracking and evidence management.
  - 5.2 Unless for purposes of prosecution, recorded evidence shall only be released at the direction of the Chief of Police or designee.
  - 5.3 Requests for video needed for criminal court proceedings shall be submitted through the pertinent prosecutor's office and tracked via an RMS task workflow. (CALEA 41.3.8(c))
    - 5.3.1 Investigative Services Specialist personnel are responsible for completing these tasks.
    - 5.3.2 Task documentation shall include sufficient information to serve as a chain of custody record for the evidence.
  - 5.4 The Investigative Services Specialist Supervisor will be responsible for purging video from the system upon receipt of a disposition from court and/or release from an investigator. Evidence related to unassigned cases will be handled according to the following guidelines. (CALEA 41.3.8(d))
    - 5.4.1 Evidence on unassigned misdemeanor cases can be purged after 13 months.
    - 5.4.2 Evidence on unassigned felony cases can be purged after the expiration of the statute of limitation.
    - 5.4.3 Evidence on all unassigned Class A felony cases will be retained permanently.
- 6 REPORTING/DOCUMENTATION
- 6.1 When an incident is captured on video by the MVS, officers shall document in their RMS report that a video of the incident is available.
  - 6.2 Recordings may be reviewed prior to writing RMS reports.
- 7 DIGITAL STORAGE (CALEA 41.3.8(d))<sup>10</sup>
- 7.1 Retention periods for digital recordings are set up according to their classification. Recordings will be automatically purged from the server at the conclusion of their respective retention period.

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<sup>10</sup> Section 7 revised, digital storage procedures updated, per Policy Change Order 17-028.

## **SOG 413.4**

### **Mobile Video Systems**

Effective Date: 04/04/2017

- 7.1.1 No Event and Other Non-Criminal event recordings will be stored for 45 days.
  - 7.1.2 Unclassified recordings will be stored for 180 days.
  - 7.1.3 Traffic Stop and Drug recordings will be stored for a period of 5 years.
  - 7.1.4 DWI and Other Criminal event recordings will be stored for a period of 7 years.
- 7.2 The Investigative Services Specialist Supervisor can reclassify recordings as necessary for criminal or administrative purposes to be retained indefinitely.
- 7.3 The ISS Supervisor will conduct a weekly review of recordings on the server with upcoming purge dates to determine if any need to have their retention period extended.
- 7.4 The ISS Supervisor will manually purge criminal event recordings as necessary according to the guidelines set forth in section 5.4 of this policy.

## **IV Attachments**

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 11/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>414.1</b>
<b>Accreditation Index:</b> 81.2.4			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Jurisdiction, Liaison, and Mutual Aid	
<b>Chief of Police:</b>			

## Agency Jurisdiction and Mutual Aid

### I Policy

It is the policy of this Department to provide law enforcement services within the Springfield City limits and in cooperation with other agencies with concurrent jurisdiction. The Department will enter into Mutual Aid Agreements with other county and municipal political subdivisions within the parameters set forth in RSMo 70.820. It is our intent in entering into these agreements to make appropriate responses to, or make appropriate resource requests from, other agencies that are signatories of these agreements.<sup>1</sup>

### II Definitions<sup>2</sup>

**Concurrent Jurisdiction** – Law enforcement agencies sharing jurisdiction within a specific geographical boundary.

**Emergency Situation** – Any situation in which the law enforcement officer has a reasonable belief that a crime is about to be committed, or has been committed, involving injury or threat of injury to any person, property, or governmental interest and their response is reasonably necessary to prevent or end such emergency situation or mitigate the likelihood of injury involved in such emergency situation. The determination of the existence of any emergency situation shall be in the discretion of the peace officer making the response or in the discretion of the peace officer or governmental officer of the political subdivision in which the emergency situation is alleged to be occurring. (RSMo 78.820.3)

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<sup>1</sup> Policy Statement revised, capitalization change for consistency, per Policy Change Order 17-022.

<sup>2</sup> Definitions revised, capitalization changes for consistency and RSMo reference updates, per PCO 17-022.

## **SOG 414.1**

### **Agency Jurisdiction and Mutual Aid**

Effective Date: 04/04/2017

**Political Subdivision** – Any agency or unit of the State empowered by law to maintain a law enforcement agency.

**Response** – To take any and all action which the peace officer may lawfully take as if exercising their powers within their own jurisdiction. (RSMo 70.820.4)

## **III Procedure**

### **1 AUTHORIZATION**

1.1 The City of Springfield has authorized officers of the Springfield Police Department to respond to emergency situations outside the City through Section 66-33 of the Springfield City Code. This response may be made based on a request from the law enforcement agency of any political subdivision which has authorized Springfield police officers to respond to such situations arising in their jurisdiction. A current list of those agencies is attached in Attachment 1.<sup>3</sup>

### **2 RESPONDING TO REQUESTS FOR MUTUAL AID ASSISTANCE**

2.1 A command officer from within the division from which the resources are being requested shall be immediately advised of any request for mutual aid assistance. The decision to commit those resources may be made by that commander, or an officer of higher rank. In everyday circumstances, the Duty Commander shall make the decision and subsequent notification to the involved bureau.

2.2 The command officer making the decision shall make a determination as to whether or not commitment of the requested resources will have a substantial negative impact on public safety in Springfield. That issue, along with the appropriateness of the response, will be the primary factors in the decision.

2.3 The command officer making the decision to commit the resources outside the City shall notify their chain of command of the operation under either of two conditions:

2.3.1 The operation is in excess of two hours in duration.

2.3.2 The operation requires resources in excess of two officers.

2.4 In the event that officers are committed outside the City under a mutual aid agreement, the commander making that commitment will ensure the responding officers are advised of the scope of their duties and where they are to report. In the event that more than two officers are committed, a supervisor will be assigned with them for coordination of SPD personnel. (CALEA 81.2.4(f))<sup>4</sup>

### **3 MAKING A REQUEST FOR ASSISTANCE UNDER A MUTUAL AID AGREEMENT**

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<sup>3</sup> Section 1.1 revised, City Ordinance reference updated, per Policy Change Order 17-022.

<sup>4</sup> *5<sup>th</sup> Edition* removed from all CALEA references, per Policy Change Order 17-022.

## **SOG 414.1**

### **Agency Jurisdiction and Mutual Aid**

Effective Date: 04/04/2017

- 3.1 An officer of command rank, or a supervisor in the event that no command officer is immediately available, may make a request for emergency assistance. This request shall be made through the Emergency Communications Department. It may be made when the commander or supervisor determines that the need for immediate police resources is beyond the ability of this Department to provide them. The request shall be made to the senior commander or supervisor on duty with the agency from which the resources are being requested. (CALEA 81.2.4(a))
  - 3.1.1 In the event that this Department makes a request for outside resources under a mutual aid agreement, the commander or supervisor shall notify their chain of command immediately or as soon as is practical.
- 3.2 The command officer or supervisor making the request shall cause the selected agencies to be advised of the resources requested, the location of the staging area, and to whom they are to report.
- 3.3 The officers from outside the jurisdiction shall either be supplied with radios that include SPD frequencies, or they shall be assigned to work with an SPD officer. They shall, in no case, be assigned to a post or function without the ability to communicate with the command post and other officers.
- 3.4 The command officer or supervisor making the request is responsible for documentation of all facts and circumstances related to the request, the resources used, and how they were deployed. That report shall be forwarded to the Chief of Police via the chain of command.
- 3.5 All outside personnel who respond to the request under the mutual aid agreement shall report to the Incident Commander upon arrival.
- 3.6 Any claims for compensation made by the responding agency shall be forwarded to the Office of the Springfield Chief of Police for review.
- 3.7 Reporting responsibilities
  - 3.7.1 All officers who respond under authority of a mutual aid agreement are required to document their actions while engaged in the operation. The commander or supervisor who authorized the operation shall be responsible for ensuring that copies of those reports are sent to the law enforcement agency with jurisdiction. This will be for the purpose of prosecution in the proper venue.

## **4 REQUESTS FOR AID FROM FEDERAL LAW ENFORCEMENT AGENCIES**

- 4.1 When the Incident Commander in charge of an emergency incident determines that the resources and expertise of any federal law enforcement agency are necessary to a successful and safe resolution, they shall make direct phone contact with the supervisor for the office of that agency and request the needed resources. Routine contact due to issues of primary jurisdiction (bank robbery, bombings, etc.) may be made directly by Communications.



## **SOG 414.1**

### **Agency Jurisdiction and Mutual Aid**

Effective Date: 04/04/2017

## **5 REQUESTS FOR MILITARY AID**

- 5.1 The primary responsibility for meeting any emergency within the City of Springfield lies with city government. Upon determination of the Mayor that an emergency exists that local resources are not capable of handling, a formal request for military assistance may be made as follows:
  - 5.1.1 Disaster situations: The request shall be made to the State of Missouri Emergency Management Agency (SEMA). SEMA will then make the request to the Governor.
  - 5.1.2 Civil disturbances: The Mayor may make the request for military support directly to the Governor.
- 5.2 Per RSMo 41.480, the conditions under which the Missouri National Guard may be used are as follows: <sup>5</sup>
  - 5.2.1 The Governor may, when in their opinion the circumstances so warrant, call out the organized militia or any portion or individual thereof to execute the laws, suppress actual and prevent threatened insurrection and repel invasion. The Governor, if in their judgment the maintenance of law and order will thereby be promoted, may by proclamation declare martial law throughout the State or any part thereof.
  - 5.2.2 The Governor may, when in their opinion the circumstances so warrant, call out the organized militia or any portion thereof as deemed necessary to provide emergency relief to a distressed area in the event of earthquake, flood, tornado or other actual or threatened public catastrophe creating conditions of distress or hazard to public health and safety beyond the capacities of local or other established agencies.

## **6 CONCURRENT JURISDICTION**

- 6.1 The Greene County Sheriff's Office and the Springfield-Branson National Airport Police Department and various other state and federal law enforcement agencies have concurrent jurisdiction in the City of Springfield.
- 6.2 The Springfield Police Department is committed to providing police services within the limits of its jurisdiction. However, this Department has also entered into oral and written agreements with other agencies having concurrent jurisdiction to better define the response of all agencies involved.
- 6.3 In all other instances not specifically identified through an oral or written agreement, the Springfield Police Department may:
  - 6.3.1 Respond to a concurrent jurisdiction upon the request for assistance

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<sup>5</sup> Section 5.2 revised, sentence reworded, per Policy Change Order 17-022.

## **SOG 414.1**

### **Agency Jurisdiction and Mutual Aid**

Effective Date: 04/04/2017

- from another agency;
    - 6.3.2 Respond to a concurrent jurisdiction in response to an emergency situation;
    - 6.3.3 Respond to a concurrent jurisdiction and take enforcement action when a violation of law or ordinance is committed in the presence, or within view, of a Springfield Police Officer.
    - 6.3.4 Respond to a concurrent jurisdiction without delay when there is any confusion as to which agency is responsible for service, until such time as the appropriate agency is identified.
  - 6.4 Violations of law within concurrent jurisdictions shall be directed to the Circuit Court of Greene County, Missouri or the Municipal Division.
  - 6.5 Any radio communications between this Department and agencies within a concurrent jurisdiction shall be conducted through the Springfield/Greene County Emergency Communications Center.
7. Resistance Response
- 7.1 All Resistance Response policies shall apply to the incident regardless of geographic or jurisdictional placement.

## **IV Attachments**

- 1 List of Mutual Aid Agreements




# SPRINGFIELD POLICE DEPARTMENT

## INTRA-DEPARTMENT COMMUNICATION



**TO:** Chief Paul F. Williams

**FROM:** Francene Marchant 

**SUBJECT:** Mutual Aid Agreements

**DATE:** 11/5/2012

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The following cities have Mutual Aid Agreements on file with the Springfield Police Department:

<u>City</u>	<u>Date Passed</u>
-Greene County Sheriff's Department	12/21/1987
-Clever Police Department	03/13/1995
-Billings Police Department	12/06/1994
-Nixa Police Department	12/06/1994
-Willard Police Department	11/14/1994
-Bolivar Police Department	11/10/1994
-Republic Police Department	09/26/1994
-Branson Police Department	04/26/1993
-Battlefield Police Department	01/30/1995
-Pleasant Hope Police Department	05/08/1995
-Ash Grove Police Department	11/07/1994
-Strafford Police department	07/10/1995
-Fair Grove Police Department	05/02/1995
-Ozark Police Department	10/02/1995
-Hollister Police Department	05/04/1995
-Walnut Grove Police Department	12/12/1995
-Polk County Sheriff's Department	02/01/2000
-Christian County Sheriff's Department	02/04/2000
-Webster County Sheriff's Department	04/08/2003

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/04/2017	<b>Supersedes Policy Dated:</b> 07/01/2015	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>414.2</b>
<b>Accreditation Index:</b> 61.1.3			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Jurisdiction, Liaison, and Mutual Aid	
<b>Chief of Police:</b>			

## Foreign Nationals

### I Policy

It is the policy of the Springfield Police Department to comply with all State and Federal laws, bilateral agreements, conventions and treaty obligations of the United States regarding the arrest or detainment of foreign nationals, including the Vienna Convention on Consular Relations. The provisions of these treaties are legally binding upon all governmental entities of the United States as declared in Article VI of the Constitution of the United States and shall be fully complied with.

### II Definitions

**Consular Official-** a citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government. (“Honorary Consuls” are to be treated as Consular Officials when performing official government activities.)

**Foreign Embassy National-** a foreign national who claims, and is verified to be, an official or family member of an official of a Foreign Embassy Office.

**Foreign National-** a person who is not a citizen of the United States, regardless of visa, immigration status or pending application for U.S. citizenship; including those with Alien Registration Cards (ICE I-551)

### III Procedure

#### 1 ARREST AND DETAINMENT

##### 1.1 Immigration Violations

## **SOG 414.2**

### **Foreign Nationals**

Effective Date: 04/04/2017

- 1.1.1 Springfield Police Officers are authorized to arrest and detain an individual, based upon probable cause, whom: (8 U.S.C. 1252c)
  - 1.1.1(a) The officer believes is an alien presently in the country illegally, AND
  - 1.1.1(b) Has previously been convicted of a felony in the United States and deported or left the United States after such conviction, BUT
  - 1.1.1(c) Only after obtaining appropriate confirmation from Immigrations and Customs Enforcement (ICE) of the status of the individual and only for such period of time as may be required for the Service to take the individual into Federal custody for purposes of deporting or removing the alien from the United States.
- 1.1.2 In cases where a previous felony conviction cannot be confirmed, officers shall.
  - 1.1.2(a) Obtain information and complete a written report to be forwarded to the appropriate Office of Immigration and Customs Enforcement.
  - 1.1.2(b) Any arrest and detainment for such violation shall only be affected by or at the direction of authorized federal officers.
- 1.2 Other Violations
  - 1.2.1 Officers are authorized to make warrantless arrests of foreign nationals based upon probable cause for any felony or misdemeanor authorized under Missouri statute.

## **2 NOTIFICATIONS**

- 2.1 In all arrests, involuntary commitments and extended detentions, if the officer is made aware that the individual is a foreign national they must be told of the right of consular notification and access.
  - 2.1.1 Detentions that last no longer than a typical traffic stop or traffic accident investigation do not require notification.
  - 2.1.2 Persons who are U.S. citizens but also claim citizenship in a foreign nation shall be treated as U.S. citizens. Further notification is not necessary.
  - 2.1.3 In most cases, the foreign national may choose whether to have consular officials notified of the arrest or detention.
    - 2.1.3(a) In some cases, however, the foreign national's consular officials must be notified of the arrest or detention regardless of the foreign national's wishes.

## **SOG 414.2**

### **Foreign Nationals**

Effective Date: 04/04/2017

- 2.1.4 Consular notice must be made even if the foreign national's law enforcement agencies are aware of an on-going investigation and have been assisting.
  - 2.1.5 Determine the foreign national's country through examination of passport or other travel documentation and whether the nation requires mandatory notification or if it is at the option of the foreign national.
- 2.2 **Mandatory Notification**
  - 2.2.1 To determine if mandatory notification is required, consult the complete list of countries requiring mandatory notification in the Foreign Nationals Notebook located in SharePoint under MDT Daily Briefing.
  - 2.2.2 If notification is found to be mandatory, notify the country's nearest consular officials without delay.
  - 2.2.3 An incident report is required for any incident involving mandatory notification, detailing, at a minimum, the nature of the contact, steps taken for notification, and the final resolution/outcome.
- 2.3 **Non-Mandatory Notification**
  - 2.3.1 If the foreign national's country does not appear on the Mandatory Notification List, offer to notify the nation's consular officials of the arrest or detention.
    - 2.3.1(a) If the foreign national requests that notification not be made, officers shall not do so.
    - 2.3.1(b) If the foreign national asks that such notification be given, notify the nearest consular officials of the foreign national's country without delay.
- 2.4 **Notification Procedures**
  - 2.4.1 When notifications are made it must be without deliberate delay.
  - 2.4.2 Notification to the consular official may be made by fax or telephone.
    - 2.4.2(a) Notification by fax is preferred for documentation purposes.
    - 2.4.2(b) If faxing, use the "Suggested Fax Sheet for Notifying Consular Officers of Arrests or Detentions" form located in the Foreign Nationals Notebook.
  - 2.4.3 The foreign national will be advised that notification is being made using "Statement 2" presented in the Foreign Nationals Notebook, Part Five.
  - 2.4.4 If it is necessary to provide a transcript in a foreign language to the foreign national, various translations can be located in the Foreign Nationals Notebook.

## SOG 414.2

### Foreign Nationals

Effective Date: 04/04/2017

2.4.5 For further information and instructions on Consular notification and Access consult the Department of State website at: <http://travel.state.gov/content/travel/english/consularnotification.html> or contact the Assistant Legal Advisor for Consular Affairs, Department of State, Washington, D.C.:

2.4.5(a) Business Hours (202) 647-4415

2.4.5(b) Urgent After Hours (202) 647-1512

2.4.5(c) Fax: (202)-736-7559

## 3 OTHER INCIDENTS INVOLVING FOREIGN NATIONALS

3.1 Consular officials must be notified in the event of a death of a foreign national. The investigating officer shall make this notification and indicate so in the incident report.

3.2 *Under no circumstances should any information about a foreign national's application or intent to apply for asylum in the United States or elsewhere be disclosed to that person's government.*

## 4 CONSULAR OFFICERS' RIGHT TO ACCESS

4.1 The identity of persons identifying themselves as diplomats, consular officials or honorary consuls shall be verified by examination of credentials.

4.1.1 Identity can be verified by contacting the Department of State, Office of Protocol at:

4.1.1(a) 0815-1700 EST: (202) 647-1985

4.1.1(b) Other hours: (571) 345-3146 or (886) 217-2089.

4.2 Consular officers have the lawful right to communicate or visit privately with their nationals who are in custody.

4.2.1 By phone or in person

4.2.2 Services may vary with the situation

4.3 Consular officers may converse with, correspond with and arrange for legal representation.

4.3.1 Foreign nationals have right to an attorney whether provided by the consular official or not.

4.4 Consular officials do not have an absolute right to immediate access upon demand but will be provided reasonable and courteous accommodation and access.

4.5 Consular officials may not act as attorneys but may assist the foreign national in preparing their defense.

4.5.1 Consular officials may not act on their behalf if the national opposes their involvement.

## **SOG 414.2**

### **Foreign Nationals**

Effective Date: 04/04/2017

- 4.6 Disclosure of investigative information to the consular official should not occur unless requested by the official or authorized by the foreign national. Some bi-lateral agreements may require it and for further guidance, consult the Assistant Legal Advisor for Consular Affairs, Department of State.
- 5 **FOREIGN DIPLOMATS, THEIR FAMILIES, AND CONSULAR EMPLOYEES**
  - 5.1 Foreign Diplomats, their families, and employees of Foreign Embassy Offices are granted certain privileges by the United States Government.
  - 5.2 Generally, Foreign Diplomats and their families enjoy full immunity from arrest and prosecution. Consult the Office on Protocol for any exceptions.
  - 5.3 Employees of diplomatic missions and members of their families enjoy immunity only with respect to acts performed in the course of their official duties.
  - 5.4 The burden to claim immunity is upon the diplomat through the presentation of valid credentials.
  - 5.5 The duty to verify credentials, if necessary, is with the arresting officer.
  - 5.6 Verification of diplomatic status may be made through the Department of State Consular Office via telephone numbers (202) 632-0291, (202) 632-0505, or (202) 632-2412.
- 6 **REPORTING AND DOCUMENTATION**
  - 6.1 Whether notification was properly made might become a significant issue many months following the arrest so it is very important for the officer to thoroughly document and report every contact carefully.
  - 6.2 Thoroughly document all actions and notifications in the incident report including, if known:
    - 6.2.1 The date the foreign national was advised of his right to consular notification;
    - 6.2.2 Whether the foreign national requested consular notification;
    - 6.2.3 The name of the consular official that was contacted;
    - 6.2.4 The date the consul was notified and;
    - 6.2.5 The means by which notification was made (phone or fax).
  - 6.3 A copy of the statement or translation used to inform the foreign national shall be signed by the officer and dated. The complaint number shall be written on the top right-hand corner, and the copy shall be submitted to Records.
  - 6.4 A copy of the completed fax form shall be signed by the officer and dated. The complaint number shall be written on the top right-hand corner and the copy shall be submitted to Records.



## **SOG 414.2**

Foreign Nationals

Effective Date: 04/04/2017

### **7 OFFICER RESPONSIBILITIES IN ENFORCEMENT OF STATE AND FEDERAL IMMIGRATION LAWS**

7.1 All officers of this Department shall cooperate with State and Federal agencies charged with enforcing immigration laws.

7.1.1 Section 7 of this policy and procedure is deemed “written notice” to the law enforcement officers of this department that it is their duty to cooperate with state and federal agencies and officials on matters pertaining to enforcement of state and federal laws governing immigration (as required in RSMo 67.307).<sup>1</sup>

7.2 The immigration status of any person charged with a crime and presented to the Greene County Jail for incarceration shall be verified by Jail personnel at the request of the arresting officer.

7.2.1 If lawful immigration status cannot be determined through documents in possession of the prisoner or after a reasonable effort by the arresting agency, the prisoner’s immigration status will be verified through a MULES Illegal Alien Inquiry (IAQ) check.

7.2.1(a) A computer background status check can also be conducted by contacting Immigration and Customs Enforcement (ICE) directly.

7.2.2 Upon confirmation that the prisoner is an illegal alien, notification must be made to ICE (as required by RSMo 544.472).<sup>2</sup>

## **IV Attachments**

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1 Section 7.1.1 revised, punctuation change for consistency, per Policy Change Order 17-023.

2 Section 7.2.2 revised, RSMo reference updated, per Policy Change Order 17-023.